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ABSTRACT

The guide presents information on available federal resources to improve services for developmentally disabled persons. An introductory chapter provides an overview of the creation and evolution of the Developmental Disabilities Program. Chapter two focuses on federal funding and appropriations, including methods of awarding grants and contracts. The next five chapters contain an indexed list of federal/state programs of potential assistance to the developmentally disabled in five main areas (sample subtopics in parentheses): environmental conditions (food and nutrition, freedom from environmental barriers, housing, transportation); health (community mental health centers, family planning projects); income (employment, financial assistance); knowledge and skills (habilitation, vocational training, life skills and education); and research and training (research and demonstration, staff development). A ninth chapter reviews the protection of rights under Federal law, while the tenth provides information on additional federal references. (CL)

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Guide to Federal Resources for the Developmentally Disabled

U.S. DEPARTMENT OF HEALTH,
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December 1977

Opinions expressed in this Guide not not necessarily represent the views of its sponsors.

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of America

National
Association
for Retarded
Citizens

National Society
for Autistic
Children, Inc.

United
Cerebral Palsy
Associations, Inc.

National
Conference on
Developmental
Disabilities

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Foreword

FPIAP

Federal Programs Information and Assistance Project

Below is an example of a program description like those you will encounter numerous times in this Guide. This particular description introduces our Project.

Purpose

This project provides technical assistance, training, and information about federal resources which can potentially assist developmentally disabled persons.

Services

This Project, which is a consolidation of two Grants of National Significance awarded by the Developmental Disabilities Office (DDO) of the Department of Health, Education, and Welfare (DHEW), offers two major services:

1. the publication of this Guide to help developmentally disabled persons gain access to existing federal resources and encourage the creation of resources where none exist, and the production of a series of consumer pamphlets to inform developmentally disabled persons and their parents/advocates about how to apply for assistance from selected federal programs; and
2. the conduct of workshops and distribution of training materials in conjunction with the workshops on federal-state programs. Workshops currently focus on:

- orientation to federal-state programs and process;
- intermediate care facilities;
- social services under Title XX;
- income maintenance programs;
- developmental disabilities funding;
- housing and urban development funding; and
- organizational planning for action.

The list of topics will be expanded during the second and third grant years.

Who Is Eligible?

A. The *Guide to Federal Resources* and consumer pamphlets will be distributed primarily to the Epilepsy Foundation of America, National Association for Retarded Citizens, National Society for Autistic Children, Inc., United Cerebral Palsy Associations, Inc., and the National Conference on Developmental Disabilities.

B. Workshops and training materials are provided primarily at state workshops sponsored by an affiliate of one of the four voluntary groups mentioned above or by a state developmental disabilities council.

How To Apply

A. A very limited number of copies of the Guide will be distributed automatically to each of the state developmental disabilities councils and to the four national voluntary organizations. Remaining copies of the Guide will be available at cost on a first-come, first-served basis.

Members of the voluntary organizations interested in obtaining a copy of the Guide at cost or pamphlets should contact the Project office directly.

B. State chapters of the voluntary organizations and state developmental disabilities councils should contact the Project office for an information package which explains in detail the workshops and the procedures for conducting them. There is a staff member assigned to each sponsoring organization who will contact you about the six-week workshop planning process.

Other Issues To Consider

There will be a second edition of this Guide which will update and expand the information included in this edition. The second edition will be available in Fall of 1978.

This Project represents the combined efforts of the five organizations involved in the grant. This cooperative spirit carries over to the workshops which require equal representation of participants from each of the five groups. Any one of the groups can host a workshop with the proviso for equal representation of all the groups.

For Further Information

For further information about the Guide, contact the Project office.

For further information about workshops contact the following individuals in writing through the Project office or call:

Susan Ames, Technical Coordinator for Epilepsy Foundation of America (202)293-2930

Roger Petersen, Technical Coordinator for United Cerebral Palsy Associations, Inc. (202)638-6555

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Preface

The working philosophy of the Federal Programs Information and Assistance Project is based on a belief and an assumption. The belief is that the right kind of information is a powerful asset. The assumption is that if we give people information about how to apply and adapt existing federal resources, the result will be more community services for people who are developmentally disabled.

As the title implies, this document is intended to be a "guide" and not a complete source of wisdom. It exposes you briefly to many and varied options by providing you with basic information and some understanding of how to go about fulfilling fundamental needs of developmentally disabled people.

Many gave invaluable assistance in producing and refining this edition of the Guide. Particularly involved in this effort were those responsible for the governmental affairs of the groups participating in this project: Mary Akerley, National Association for Autistic Children, Inc. (NSAC); Paul Marchand, National Association for Retarded Citizens (NARC); Bill McLin, Epilepsy Foundation of America (EFA); E. Clarke Ross, United Cerebral Palsy Associations, Inc. (UCPA); and James Watson, M.D., National Conference on Developmental Disabilities (NCDD). In addition, the Project and the Guide have benefited from the meaningful direction of an Advisory Steering Committee. The members of that Committee and the organizations they represent are: Charlotte Aladjem, Chairperson, NARC; Dolores Benedict, EFA; James Watson, M.D., EFA; Ruth Sullivan, NSAC; Jean Sigulas, NSAC; Paul Marchand, NARC; Vonny Sturgeon, UCPA; Donna Caswell, UCPA; Alice Angney, NCDD; Allen Cohen, NCDD; Shirley Adams, Developmental Disabilities Office.

Special thanks are extended to Doris Haar, Director of Research and Development, Developmental Disabilities Office, Department of Health, Education, and Welfare, for her help and editorial suggestions. We are also grateful to those who proffered insights and suggested additional relevant sources of information.

A field test of the draft version of the Guide ensured community assistance in its development. Each of the five groups involved with the Project provided us with four people to review and comment on the draft of the Guide. These reviewers were a good representation of the various types of people in the developmental disabilities field for whom the Guide was written. The comments were extensive, appropriate, and extremely valuable in clarifying issues relating to the Guide. We extend appreciation to all of those reviewers.

Mark Litvin, Ph.D.
Project Director
Federal Programs Information
and Assistance Project

Introduction

Many who are involved with the developmentally disabled population agree that, to better the lives of the disabled, they must be integrated into the community and provided with the necessary supportive services to enable them to remain there. Inherent in this viewpoint is the fact that developmentally disabled people have the absolute right to the same opportunities to which nondisabled members of society are entitled. With effective support systems, disabled people can develop basic educational, social, and vocational life skills necessary to adapt successfully to community life, or to reach their maximum potential.

To increase the knowledge of those directly assisting developmentally disabled people and thereby to enable them to provide more and better services is a vision held by the organizations responsible for the design and continuing support of this Project. This *Guide to Federal Resources for the Developmentally Disabled* is an attempt to embody that vision by presenting a wealth of information relevant to those people. This Guide identifies service needs of disabled people and matches the needs with federal resources as a means for improving their lives.

There are two basic approaches to the organization and presentation of information in the Guide. One approach, applied to the Federal Resources Chapters 4 through 8, is to describe various specific federal/state programs of potential assistance to the developmentally disabled population. To facilitate the process of matching needs to resources, we formulated an Index which, as a chart of service need areas and categories of potential applicants, catalogues the specific program information contained in the Guide.

The second approach is to discuss comprehensively broader topics that apply to the Developmental Disabilities Program as a whole or pertain to the specific programs described throughout the Guide.

The "Developmental Disabilities Overview," Chapter 1, presents the key elements of the Developmental Disabilities Program, and describes how that program evolved.

Chapter 2, "Funding of Federal Programs and Services," charts the flow of federal money through the channels of authorization and appropriations. In addition, the methods of awarding grants and contracts, which are major sources of funding for many of the programs described in the Federal Resources Chapters, are highlighted and other types of federal financial assistance are defined.

"Protection of Rights under Federal Law," Chapter 9, is particularly important to the entire realm of programs for the developmentally disabled because, without assurances for the basic human rights of individuals, federal programs or funding mechanisms may be totally inappropriate or meaningless. Current federal regulations for the design and implementation of state protection and advocacy (P&A) systems are discussed, and sources of information and aid to assist in this P&A effort are abstracted.

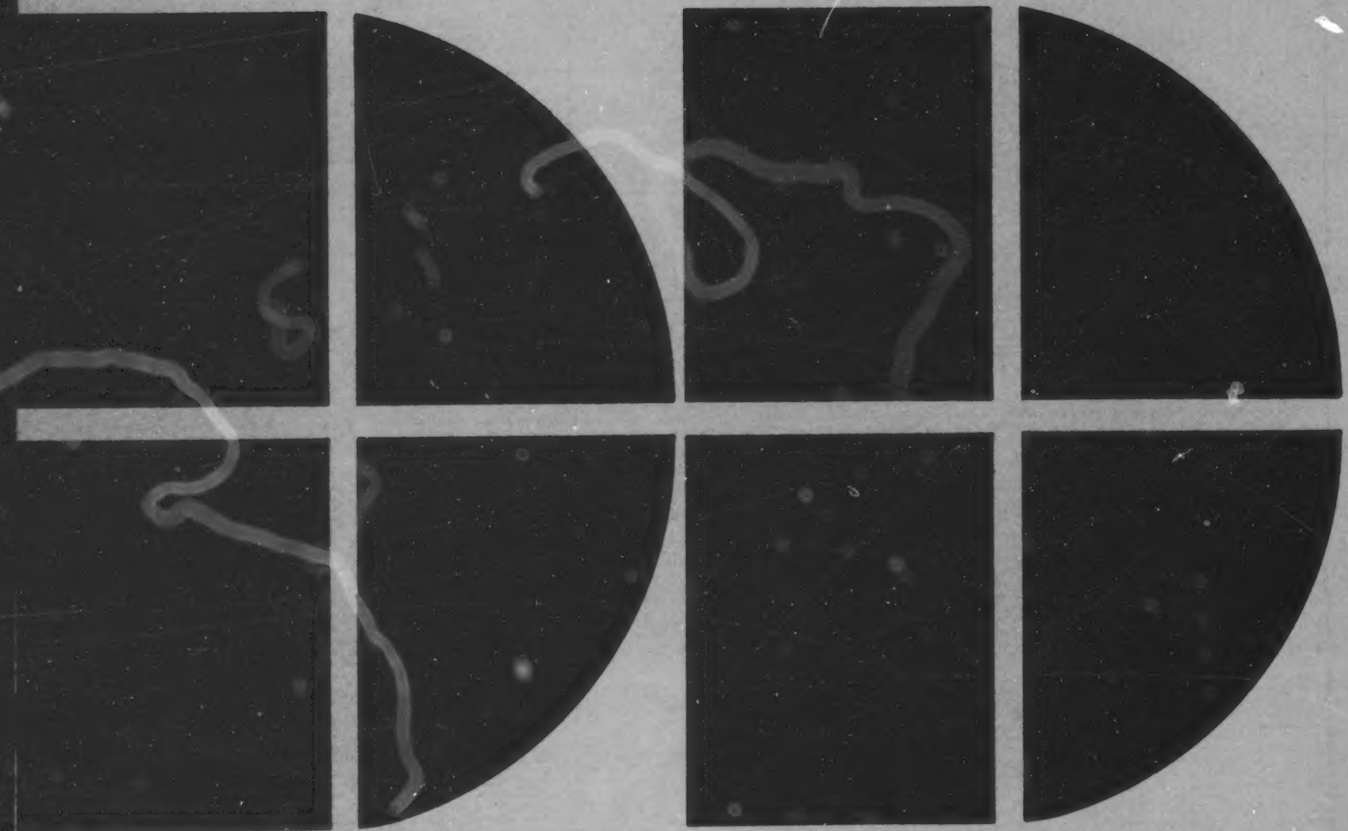
Chapter 10 on "Federal References" not only elucidates the pertinent federal documents briefly mentioned in the program descriptions, but gives additional sources with which to explore in greater detail the programs and services presented.

This Guide is a test of the developmental disabilities concept. It parallels the intent of the Developmental Disabilities Program by providing information on available federal resources to increase coordination of existing services and, thereby, improve the quality and delivery of services to the developmentally disabled. Besides increasing knowledge that can potentially increase services, the Guide will provide insights into those areas of need where no resources exist, giving impetus for future resource development. To reach the widest possible audience we encourage you to duplicate and distribute any portion of this Guide.

Wendy Russem
Editor and Assistant
Project Director
Federal Programs Information
and Assistance Project

Chapter 1

Developmental Disabilities Overview



Developmental Disabilities Overview

The creation of the Developmental Disabilities Program was promoted by the fact that, although numerous services for the disabled already exist, these services are not coordinated enough to form a comprehensive services delivery system*. Those who developed the program reasoned that if some structure could be devised that would focus on encouraging and developing coordination and cooperation among existing federal, state, and local resources, increased service capabilities would be realized.

The principle emphasis of the Developmental Disabilities Program is on planning for services, rather than providing direct services funded by formula grant funds. The concept is to stimulate and facilitate the use of existing programs in remedying the problems and situations that confront individuals with a developmental disability.

Legislative History

There is a long and significant list of legislative accomplishments and frustrations that preceeded the passage of the Developmental Disabilities Services and Facilities Construction Act of 1970 (Public Law 91-517). Individuals and groups began advocating for legislation to benefit individuals with handicapping conditions as early as 1920; major achievements were not accomplished, however, until the 1950's.

In the 1950's, the awareness of the general public, including some parents and professionals, was limited concerning the nature of handicapping conditions, and the care and treatment of the handicapped. Executive, legislative, and private initiatives responded to the need for a greater awareness by attempting to develop research, training, and service resources for the developmentally disabled.

In the 1960's, President Kennedy's intentions for improving the plight of the mentally retarded and other disabled individuals were best stated in his opening remarks to the first meeting of his new President's Panel on Mental Retardation in October 1961.

> *The manner in which our nation cares for its citizens and conserves its manpower resources is more than an index of its concern for the less fortunate. It is a key to its future. Both wisdom and humanity dictate a deep interest in the physically handicapped, the mentally ill, and the mentally retarded. Yet, although we have made considerable progress in the treatment of physical handicaps, although we have attacked on a broad front the problems of mental illness, although we have made great strides in the battle against disease, we as a nation have for too long postponed an intensive search for solutions to the problems of the mentally retarded. That failure should be corrected.*

The first piece of legislation which responded to the President's concerns and stemmed from a recommendation by the Panel was the Maternal and Child Health and Mental Retardation Planning Amendments (Public Law 88-156, 1963). The major provision of this act authorized special maternal and child health grants to disadvantaged women, and provided infant care services for children "at risk" of mental retardation because of poor economic and social environments. In addition, it authorized funds for grants to states to generate state comprehensive mental retardation planning of their own on a coordinated intraagency basis. Each state was required to document its human services problems and its intentions or inabilities to deal with these problems.

Immediately following the passage of Public Law 88-156, Congress enacted a second piece of legislation responding to the Panel's recommendations: the Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963 (Public Law 88-164). This act dealt with the establishment of community mental health centers; three sections, however, were specifically devoted to mental retardation.

Part A of Title I of Public Law 88-164 was entitled Grants for Construction of Centers for Research on Mental Retardation and Related Aspects of Human Development. It authorized $6 million in project grants to assist in meeting the costs to construct facilities designed for biological, medical, social, and behavioral research of human development, and to assist in determining the causes, means of prevention, and methods of ameliorating the effects of mental retardation.

Part B, entitled Project Grants for Construction of University Affiliated Facilities for the Mentally Retarded, was to assist in the construction of clinical facilities that would provide, as nearly as possible, a complete range of inpatient and outpatient services. These facilities acted as demonstrations for specialized services in diagnosis, treatment, education, and care of the mentally retarded.

The final section, Part C, authorized appropriations of $10 million for grants for Construction of Facilities for the Mentally Retarded. States could receive a minimum allotment of $100,000 based on an approved state plan on mental retardation. This provision supported the original mental retardation planning amendments, and can still be found in developmental disabilities programs.

These two acts did much to direct the nation's focus on the health, welfare, and livelihood of the mentally retarded. However, neither piece of legislation was comprehensive enough; they only set the stage for continued advancements.

The developmental disabilities movement formally gained national prominence in 1970. On October 30 of that year, the first federal developmental disabilities legislation was signed into law (Public Law 91-517) by President Richard M. Nixon. Known as the Developmental Disabilities Services and Facilities Construction Act, this legislation brought under one legislative umbrella three major disability groups (mental retardation, cerebral palsy, and epilepsy) and, theoretically, others which share common service needs. The act, although an extension of earlier legislative milestones, set its own pattern which established it as a significant legislative effort. The original act (Public Law 91-517) was amended in 1975 with the passage of the Developmentally Disabled Assistance and Bill of Rights Act (Public Law 94-103).

Definition of Developmental Disabilities

According to the original act (Public Law 91-517) the term "developmental disabilities" included any neurological condition closely related to mental retardation, which originated prior to age 18, was likely to be permanent, and was severely disabling. Furthermore, the Secretary of Health, Education, and Welfare (DHEW) could name specific disabilities eligible for services in addition to mental retardation, cerebral palsy, and epilepsy.

The 1975 amendments, Public Law 94-103, maintained the conditions of mental retardation, cerebral palsy, epilepsy, and other neurological disorders and added autism. In addition, the definition included dyslexia if it is attributable to the other specified developmental disabilities. The current state plan guidelines issued by the Developmental Disabilities Office, DHEW, go further to explain that a state may include in its definition of developmental disabilities any conditions which result in similar impairment of general intellectual functioning or adaptive behavior which requires treatment and services similar to those required for individuals with mental retardation.

The amended definition potentially expands the target population to allow a state greater responsiveness in addressing the needs of the disabled individuals residing in the state. Without sacrificing the intent of the legislation, the new amendments give a role to each state in identifying its developmental disability population as long as the basic criteria of developmental disabilities is consistently employed.

There are a number of studies specifically required by the Developmentally Disabled Assistance and Bill of Rights Act which must be conducted by the Secretary of DHEW or his delegate.

One study requires the Secretary to conduct or have conducted an in-depth study of the definition of the term "developmental disabilities," and to recommend any definitional changes. The final report by the Secretary was to have been submitted to the Congress by the end of fiscal year 1977 (September 30, 1977).

A grant award was made to Abt Associates, Inc., of Cambridge, Massachusetts, to be staff to a national task force on the definition of developmental disabilities. This task force is charged with conducting the necessary definitional study and reporting recommendations to the Secretary. The significance of this study goes beyond a simple change in definition. Some want a break with tradition by introducing a noncategorical, functional definition. Others strongly oppose this thought on the rationale that if more disabilities are included, then the available funds for those disabilities presently covered will decrease.

The results of the definitional study have been presented recently to the Secretary of DHEW, and it is anticipated that he will soon make his recommendations to a new definition to Congress.

State Planning Council and State Administering Agency

Each state participating in the Developmental Disabilities Program must establish, by gubernatorial appointment, a State Planning Council to be advocates on behalf of developmentally disabled individuals, and designate a state administrating agency to be fiscally accountable for all funds awarded to a state through the program. Council appointments must be renewed periodically as members leave the council or as a new Governor assumes office. Some states have strengthened the requirement for these appointments by authorizing them through state statutes.

The responsibilities of the council and agency to plan for services are:

- The council sets the direction for the plan;
- The agency writes the plan;
- The council reviews and submits the plan;
- The agency implements the plan; and
- The council and agency monitor and evaluate the implementation of the plan.

The partnership between the State Planning Council and the state administrating agency results in a variety of organizational arrangements. Since the beginning of the program in 1970, there have been numerous discussions with no conclusions concerning which organizational arrangements prove most effective. The reason for this is twofold. First, the relationship was not clearly articulated in terms of responsibilities in the original act, and still remains controversial even though some distinctions were established after the 1975 amendments. Second, the political and social environment of each state has its own unique effects on the program as it develops, and so some flexibility is required. Regardless of these factors, however, it is certain that the relationship between the council and agency must be functional if the program is to succeed.

The State Planning Council must consist of three basic categories of members: individuals with a disability, governmental agency representatives, and nongovernmental agency representatives. The Governor may appoint any number of members. At least one-third of the total membership, however, must be persons with a developmental disability, or their parents or guardians, who are not officials of any entity, or employees of any state agency which receives funds or provides services under this program. The intent of this provision is to encourage increased involvement of individuals with a disability, and to further encourage dialogue among those responsible for programs, those delivering programs, and individuals with a disability. This does not imply any lessening of the role of parents or guardians.

The agency representatives should be capable of speaking for their respective agencies, and represent the major programs in the state that potentially have an impact on the developmentally disabled.

Such programs include, but are not limited to: vocational rehabilitation, education, mental health, maternal and child health, crippled children's services, public assistance, medical assistance, and transportation.

The third council category includes representatives of nonprofit, private or public agencies or organizations involved in activities which serve individuals with a disability. These members should represent a cross section of the major service providers statewide.

In the early stages of council development, staff from the state agency carried out council assignments. This was a critical issue which had not been clearly addressed in the original mandate. Public Law 94-103 stipulates that the State Planning Council must be adequately staffed, and that staff be identified as solely responsible to the council, enabling staff members to concentrate entirely on council activities.

Staffing patterns differ with each council, but generally include a planning director and/or an executive director, a planning associate or assistant director, a secretary, and a researcher.

Services

After a state has submitted an annual state plan on developmental disabilities to the DHEW Regional Office and receives approval, the state will be awarded a formula grant for the next fiscal year. These funds may be used to support any one or combination of the following 16 services:

evaluation
diagnosis
personal care
education
treatment
information and referral
follow-along*
recreation
counseling
sheltered employment*
training
special living arrangements*
day care
transportation
sociolegal, protective
domiciliary care*

These services are only general categories, and are not intended to be the complete range of services for persons with a developmental disability. Programs providing these services are described in this Guide in four program descriptions: Developmental Disabilities—Basic Support (see p. 7.3), University Affiliated Facilities Operational Funds (see p. 8.51), Satellite Centers (see p. 8.47), and Developmental Disabilities Special Projects (see p. 8.7).

Developmental disabilities is not a direct services program. This means that unlike vocational rehabilitation or Medicaid, the Developmental Disabilities Program will not pay for direct services to a particular client or group of clients. The services delivery system associated with this program is oriented toward the provision of grant funds to a grantee who, in turn, provides direct care services to a population specified in the approved grant application.

The Developmental Disabilities Program funds services through project grants from the state council which are awarded according to priorities established in the annual state plan. Although the largest commitment of funds matches the state plan priority areas, some states set aside a small discretionary fund for unforeseen needs identified during the year.

A second required study of the Developmentally Disabled Assistance and Bill of Rights Act is designed to review and evaluate DHEW administered standards and quality assurance mechanisms. The objective is to recommend to the Secretary, who will report to the Congress, model standards and quality assurance mechanisms based upon performance criteria that will measure and evaluate the developmental progress of individuals. A grant award was made to Government Studies and Systems of Philadelphia, Pennsylvania. They will assemble a library of existing standards, develop an analytical framework for reviewing such standards, and recommend model standards. The study will result in recommendations to the federal government for strategies to change or supplement existing standards.

University Affiliated Facilities

The concept of the university affiliated facilities (UAF) originated when President John F. Kennedy signed into law the Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963 (Public Law 88-164). As previously mentioned, Part B of that act, Project Grants for Construction of University Affiliated Facilities for the Mentally Retarded, appropriated $5 million to assist in the construction of UAF's. These facilities offered, as nearly as possible, a full range of inpatient and outpatient services for the mentally retarded. UAF's also provided clinical training for physicians and other specialized personnel needed for research, diagnosis, treatment, education, training, and care of the developmentally disabled.

The original Developmental Disabilities Act incorporated UAF's by providing funds for administration and operation expenses. A contingency for the funds provided through the act is that UAF's must interact with state councils. UAF's are presently defined in the statute as:

> *...a public or nonprofit facility which is associated with, or is an integral part of, a college or university and which aids in demonstrating the provision of specialized services for the diagnosis and treatment of persons with developmental disabilities and which provides education and training (including interdisciplinary training) of personnel needed to render services to persons with developmental disabilities.*

There are approximately 40 UAF's located in 30 different states. These facilities represent a nationwide network of services, training, and research centers organized around various service delivery models. See the Appendix for UAF locations.

The developmental disabilities law also recognized that a UAF or similar facility is needed in each state and so introduced an innovative concept called a "satellite center." As defined in the law and regulation, a "satellite center" is:

> *an entity which is associated with one or more university affiliated facilities and which functions as a community or regional extension of such university affiliated facilities in the delivery of training services, and programs to the developmentally disabled and their families, to personnel of State agencies concerned with developmental disabilities, and to others responsible for persons with a developmental disability.*

This concept is intended to increase the availability of UAF services to those areas either unserved or underserved by existing UAF's. The satellite center could be attached to one or more UAF's that would receive supplemental funding from the Secretary of DHEW for establishing and operating such a satellite center.

Special Projects and Projects of National Significance

There are developmental disabilities funds to award specific project grants to public and/or private nonprofit organizations and/or agencies. These funds may be awarded in the following areas:

- demonstrations of programs for expanding or improving services to developmentally disabled persons. This includes programs for parent counseling and training, early screening and intervention, infant stimulation programs, seizure control systems, legal advocacy, community based counseling, housing, and other services necessary in order for a person with developmental disabilities to remain in the community.
- public awareness and education programs to assist in the elimination of social, attitudinal, and environmental barriers.
- coordination of the use of all available community resources.
- demonstrations of the provision of services to economically disadvantaged persons.
- technical assistance to service providers and facilities at the federal, state, and local levels.
- training of specialized personnel needed for service delivery or for research related to training of personnel.
- development or demonstration of new or improved techniques for providing integrated services.
- gathering and dissemination of information related to developmental disabilities.
- improvement in the quality of program administration and service provision services for the developmentally disabled.

Grants are awarded on an open competitive basis for a period of one to three years depending on the scope of the proposal. Grant announcements are published annually based on the priorities identified jointly by the National Advisory Council and Development Disabilities Office. Applicants must conform with regulations and guidelines as prescribed by the Secretary through the Developmental Disabilities Office. The State Planning Council in the state where a project is proposed must be afforded an opportunity to review and comment on special project applications 30 days prior to submission to the Regional Director of the Developmental Disabilities Office. For any fiscal year, the Secretary must appropriate no less than 25 percent of the total funds available for special projects for grants of national significance, which he determines after consultation with the National Advisory Council.

Protection and Advocacy of Individual Rights

The Developmentally Disabled Assistance and Bill of Rights Act introduced a unique provision entitled "Protection and Advocacy of Individuals' Rights" (Section 113). This provision is intended to provide a system of protection and advocacy services that can safeguard the human rights of all individuals with a developmental disability against discrimination, abuse, and neglect. Because of the importance of protection and advocacy systems for the developmentally disabled, the Guide discusses them separately in Chapter 9, "The Protection of Rights Under Federal Law."

These basic rights are enumerated in a new Title II of the Developmental Disabilities Program, which is called the "Bill of Rights." The law incorporates provisions regarding the basic human rights of disabled persons. They have a right to appropriate treatment, services, and habilitation to maximize their potential.

To ensure that the rights of individuals are protected, each state participating in the Developmental Disabilities Program is required to have a system to protect and advocate for the rights of individuals with a disability. This system had to be in effect before October 1, 1977, in order for a state to receive its formula grant allotment for the fiscal year.

Summary

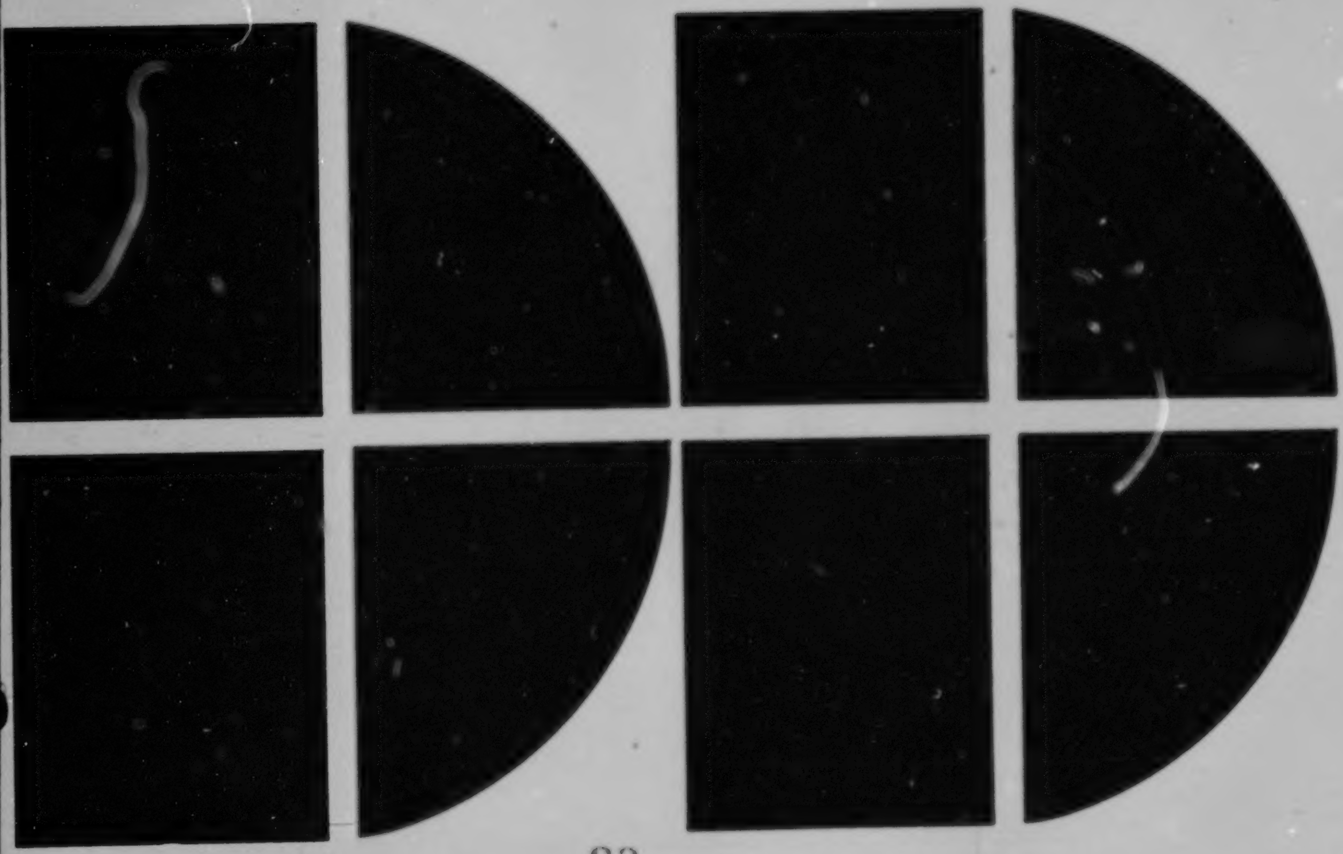
The purpose of this chapter has been to present a framework for the understanding of the Development Disabilities Program. We have reviewed the basic components such as the legislative history, definition of developmental disabilities, state councils and administering state agencies, services, university affiliated facilities, Special Projects and Projects of National Significance, and protection and advocacy systems. However, each area of the Developmental Disabilities Program confronts many complex issues which require in-depth analyses for total comprehension of their implications and potential impact upon the general service delivery system.

The developmental disabilities concept was intended to coordinate a wide range of diversified program activities. The program has placed an emphasis on comprehensive state planning. Recent legislative initiatives extend the program's focus into the area of protection and advocacy. This unique legislative provision is crucial because it delineates the rights of the developmentally disabled, and creates a formal mechanism for the protection and enforcement of these rights.

After seven years, the Development Disabilities Program is still evolving. There are pressures to alter the definition to include other categories of disabled people. Resistance to the comprehensive planning approach at the state level still exists. A factor compounding these issues is the program's limited budget which has not increased in proportion to the expanded scope and responsibilities of the program. This situation has placed the Development Disabilities Program in the position of attempting to influence some of the larger related programs to respond to the specific needs of the developmentally disabled without the stature to do so. Despite some of these inherent problems, the Developmental Disabilities Program represents a unified voice demanding recognition for the developmentally disabled and the legitimacy of their rights.

Chapter 2

Funding of Federal Programs and Services



Funding of Federal Programs and Services

Most programs and services available to developmentally disabled persons which are described in this Guide cannot function without money. This chapter will outline how federal programs are funded and how that money is made available through various channels. It will direct readers through the maze that is the federal budget and funding system.

The Federal Budget Process[1]

The federal budget process, in reality, defines as well as reflects our priorities as a country. Whether those priorities will include services to persons with developmental disabilities depends on the complex interaction of private citizens and organizations, state and local governments, Executive Branch policymakers, and members of Congress. Advocates for developmentally disabled persons must understand how to have an impact on the budget process to ensure that appropriate services and benefits will be included in the federal budget. Obtaining a basic knowledge of the complex budget process is the first step in this understanding.

The federal funding cycle has four main phases: Executive Branch formulation; congressional action; agency expenditure of the approved appropriations; and review to ascertain that the funds are used correctly and for approved objectives. Most people probably think this process begins in January, when the President's budget message and his proposed budget for the following fiscal year are officially delivered to Congress. The public announcement of the next fiscal year's budget proposals, however, is only one step in a continuing process that begins much earlier out of public view.

Executive Branch Formulation

Every spring the Executive Branch agencies begin work on the budget which will be presented to Congress the following January. Each agency determines a tentative budget figure for each of its programs which the current administration wishes to fund. It then submits the projected figures to the Office of Management and Budget (OMB), which has responsibility for Executive Branch budget functions.

The President and his advisers review the agencies' budget figures, keeping in mind the administration's goals and the state of the economy. Tentative determinations on the amount of money each agency may spend are made and given to them as guidelines for the final preparation of their budgets.

In the summer and early fall, the agencies, using these guidelines, formulate their budgets for the coming fiscal year and submit them to the OMB a second time. After final review and approval by the President, the budget is sent to Congress.

Congressional Action

By law, Congress must receive the President's budget request within 15 days after the start of each new congressional session in January. The funding process in Congress usually involves two elements: "authorizations" and "appropriations."

Authorizations and Appropriations. Authorization laws, such as the Rehabilitation Act of 1973, are those which establish a federal program or service (see Figure 2.1), while appropriations legislation actually provides the money with which to operate programs (see Figure 2.2). While there are a few exceptions, programs are normally "authorized," or voted into law and signed by the President, first; money is later appropriated. In other words, the program must be given approval to exist before it can be granted funds.[2]

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[1] *This discussion will deal solely with the budget of the Executive Branch which administers the programs described in the Guide. This chapter does not attempt to treat the other portion of the federal budget process, the raising of revenue.*

[2] *A few programs automatically include the appropriation of funds and release of those monies from the Treasury at the time the law is enacted. Others have funds appropriated separately, but the appropriations are for long periods of time and are called "permanent appropriations." The standard process requires a yearly appropriation for each federal program which is voted on separately following the authorization process.*

Authorizing laws usually set a dollar ceiling* figure for a program, and no money above that amount can subsequently be appropriated by Congress without a change in the program's authorizing legislation. Usually, however, most program budgets are pared beneath that level during the budget development and appropriations process. Advocates for a particular program, therefore, should follow the appropriations process as it applies to that program to ensure that it has adequate funds with which to operate. There are programs that exist only on paper because no funds are appropriated to make them functional.

Since the primary focus of this chapter is on funding, only the appropriations process will be outlined.

The Appropriations Process. As early as October, well before the President submits his budget, sections of Congress begin their involvement in the appropriations process. For instance, the Senate Subcommittee on Health, Education, and Welfare starts to determine the issues and emphasis of its hearings which will be held in the following Spring. The suggestions of all Senators are considered very seriously in this determination, so it is very important for an interested Senator to become involved at this early stage.

Once the President's budget has been received by Congress, official congressional appropriations activities begin. The budget is scrutinized by two kinds of committees: the Budget Committees in the Senate and the House of Representatives; and the Appropriations Committees in the two bodies. Congress may act to approve the President's proposed level of expenditure for any existing program, increase or reduce that level, or eliminate funding altogether.

The Budget Committees take an active role in congressional decisions affecting the budget. After receiving projected total budget ceiling figures from the Appropriations Committees in mid-March, the two Budget Committees consider budget totals and goals prior to Congress' consideration of individual program appropriations. Each committee makes recommendations to its respective legislative chamber (the Senate or the House). No later than May 15 of each year, the Senate and the House must agree on and adopt the first budget resolution containing governmentwide budget targets for revenue to be raised and money to be spent to guide Congress through its subsequent deliberations on individual program spending levels.

Each of the Appropriations Committees divides the various programs among its 13 subcommittees for deliberation; the recommendations of these subcommittees about money for federal programs are usually upheld by the full committee. The subcommittees hold hearings in which witnesses from each of the Executive Branch agencies appear to justify their budget requests for the coming year. Citizens and representatives of special interest groups also testify on programs pertaining to their area of interest. Witnesses must not only establish the validity of their requests for money with the members of Congress on the subcommittees, but also with the professional staff members of the subcommittees, who are generally keenly familiar with the actual workings of the programs within their review.

Subcommittees of the Appropriations Committees, mindful of the targeted spending goals which were adopted earlier by the Congress, approve and send the bills to the full Appropriations Committee. The full committee may make changes in the bill; it subsequently "reports," or comments on and sends, the bills to the entire House of Representatives and Senate where they are debated, possibly amended, and passed.[1]

If the Senate and House versions of the act are different, a "conference committee," made up of representatives from the Appropriations Committees of both chambers, meets to resolve the differences. The conference committee's compromise recommendations must then be passed by both the Senate and the House so that a newly created appropriations act will contain identical provisions. Once a measure has been passed by both bodies, it is ready to be transmitted to the President for approval or veto.

The length of time during which the deliberative process can take place on appropriations matters has been regulated by the Congressional Budget and Impoundment Act of 1974 which changed the beginning of the fiscal year from July 1 to October 1. This gives Congress nine months to act on any budget submitted by the President. The act also mandates that a second resolution on the budget's

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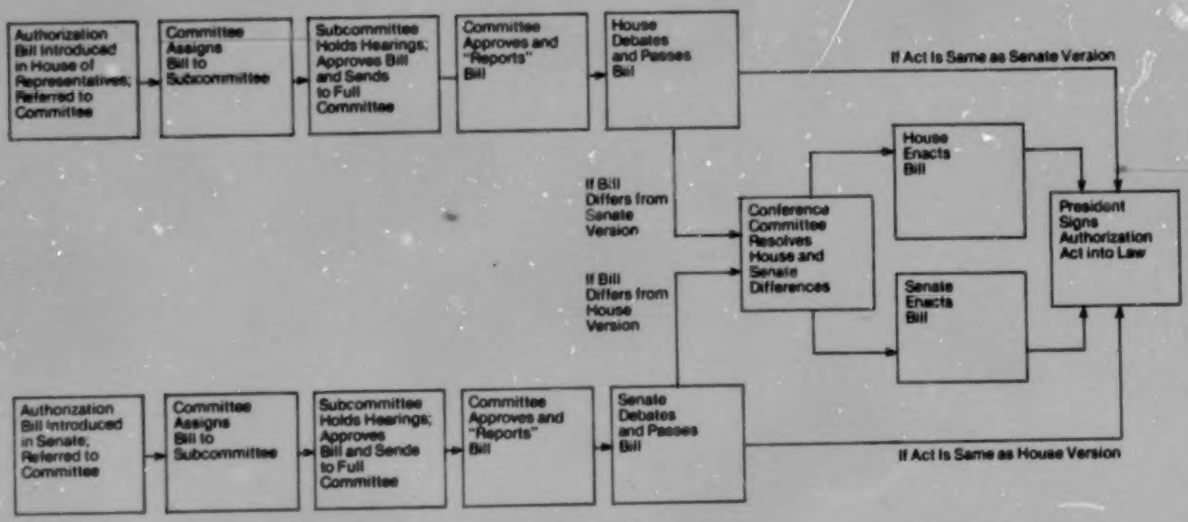
[1] *At this point, the measure technically ceases to be called a bill and is instead called "an act," signifying that it is the act of one body of the Congress. Popularly, it continues to be referred to as a bill.*

Figure 2.1

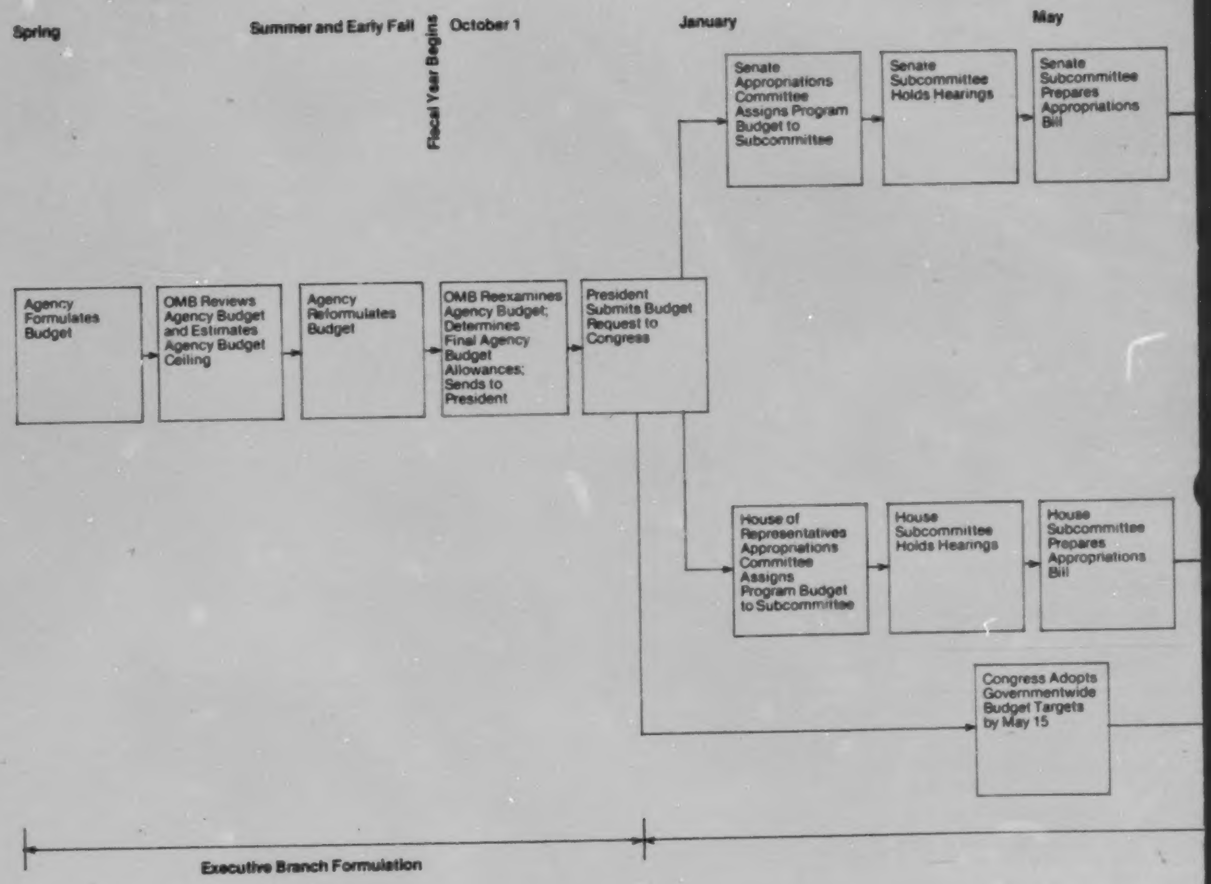
Federal Government Authorization Process


Authorization Bill Introduced in House of Representatives; Referred to Committee
Committee Assigns Bill to Subcommittee
Subcommittee Holds Hearings; Approves Bill and Sends to Full Committee
Committee Approves and "Reports" Bill
House Debates and Passes Bill
If Act Is Same as Senate Version
If Bill Differs from Senate Version
Conference Committee Resolves House and Senate Differences
House Enacts Bill
Senate Enacts Bill
President Signs Authorization Act into Law
If Bill Differs from House Version
Authorization Bill Introduced in Senate; Referred to Committee
Committee Assigns Bill to Subcommittee
Subcommittee Holds Hearings; Approves Bill and Sends to Full Committee
Committee Approves and "Reports" Bill
Senate Debates and Passes Bill
If Act Is Same as House Version

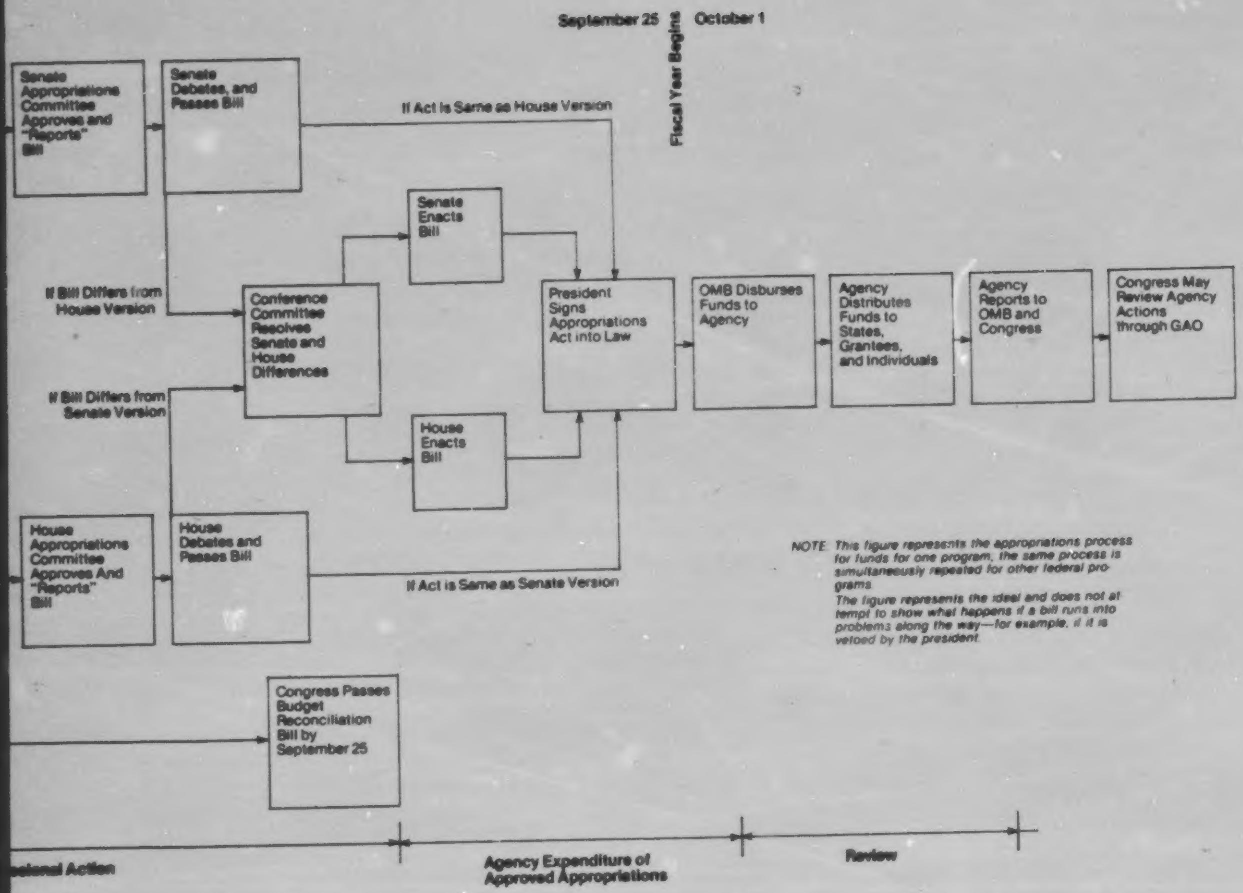
NOTE: This figure represents the authorization process for one program; the same process is simultaneously repeated for other federal programs.

The figure represents the ideal and does not attempt to show what happens if a bill runs into problems along the way—for example, if it is vetoed by the president.

Figure 2.2


Spring
Summer and Early Fall
Fiscal Year Begins
October 1
January
May
Senate Appropriations Committee Assigns Program Budget to Subcommittee
Senate Subcommittee Holds Hearings
Senate Subcommittee Prepares Appropriations Bill
Agency Formulates Budget
OMB Reviews Agency Budget and Estimates Agency Budget Ceiling
Agency Reformulates Budget
OMB Reexamines Agency Budget; Determines Final Agency Budget Allowances; Sends to President
President Submits Budget Request to Congress
House of Representatives Appropriations Committee Assigns Program Budget to Subcommittee
House Subcommittee Holds Hearings
House Subcommittee Prepares Appropriations Bill
Congress Adopts Governmentwide Budget Targets by May 15
Executive Branch Formulation

Federal Government Appropriations Process


September 25
Fiscal Year Begins
October 1
Senate Appropriations Committee Approves and "Reports" Bill
Senate Debates, and Passes Bill
If Act Is Same as House Version
Senate Enacts Bill
If Bill Differs from House Version
Conference Committee Resolves Senate and House Differences
If Bill Differs from Senate Version
President Signs Appropriations Act into Law
OMB Disburses Funds to Agency
Agency Distributes Funds to States, Grantees, and Individuals
Agency Reports to OMB and Congress
Congress May Review Agency Actions through GAO
House Enacts Bill
House Appropriations Committee Approves And "Reports" Bill
House Debates and Passes Bill
If Act is Same as Senate Version
Congress Passes Budget Reconciliation Bill by September 25
ssional Action
Agency Expenditure of Approved Appropriations
Review

NOTE This figure represents the appropriations process for funds for one program, the same process is simultaneously repeated for other federal programs.

The figure represents the ideal and does not attempt to show what happens if a bill runs into problems along the way—for example, if it is vetoed by the president.

totals—all monies to be raised and spent—be recommended to Congress by the two Budget Committees by September 15 of each year, and that a "budget reconciliation bill" which binds Congress to those revenue and spending levels be adopted by both bodies no later than September 25.

Not every circumstance affecting federal programs can be anticipated in the President's budget request in January, so additional requests for money for emergencies or for new programs can be submitted to Congress at any time during the year in a "supplemental appropriation" request. Requests for supplemental money are handled in the same manner as each year's major budget request.

The President can make two other types of requests to Congress with respect to appropriated funds: "rescissions" and "deferrals." These requests generally are made if the President and Congress are at political odds. A rescission, in effect, cancels an appropriation, allowing the Executive Branch to withhold the money from the program for which it was intended. If Congress disagrees with the request, both chambers simply take no action on the measure for 45 working days to deny it.

A deferral is a request to delay the flow of appropriated money to a program, usually for a fiscal year. To stop such a deferral once the President has asked for it, one chamber of Congress must pass a specific resolution denying his or her request.

Agency Expenditure of Approved Appropriations

After appropriations acts have been signed into law by the President, the third portion of the budget cycle, the apportionment of the money to agencies of government, begins. The President directs the OMB to disburse the appropriated funds to the departments and agencies of the Executive Branch for the purposes which Congress outlined. Normally, money is released to the agencies on a quarterly basis (every three months). Some federal agencies use this money to provide only services and do not distribute funds. Others disburse money to the private sector and to state, local, and foreign governments in the form of grants, contracts, benefits to individuals, direct loans, guaranteed insured loans, direct insurance programs, direct payments programs, donation of property and goods, and general revenue sharing. The process of awarding these grants and contracts will be discussed in the next section of this chapter.

Review

The fourth and final stage in the budget cycle involves review and audit of the final disposition of federal funds. Agencies are responsible for reporting their actions to both the Congress and the OMB. They must assure the two that funds have been spent in accordance with the law.

The General Accounting Office (GAO) performs audits and evaluations of Executive Branch agency programs for the Congress. Headed by the Comptroller General of the United States, the GAO regularly evaluates the effectiveness of federal government programs and grants, and audits their expenditures. These activities have earned it the designation as the "watchdog agency" of Congress.

Grants and Contracts

Two major channels through which federal funds flow to state and local governments, institutions, agencies, organizations, and individuals are grants and contracts. A significant number of programs described in this Guide distribute money by one or both of these mechanisms. Because grants and contracts can be primary means for getting money from the government to you, the Guide discusses them in this section of the Funding Chapter.

A Primer on Grants

This discussion outlines the standard procedures which are commonly used for awarding a grant from the federal government through its central or regional offices where such offices exist. Each department or agency may vary or modify this process to some degree. There are two basic methods by which you can apply for a grant: on your own initiative—this kind of application is called an "unsolicited proposal"—or in response to a grant announcement.

Step 1. If you can identify a program which awards project grants in response to unsolicited proposals, find out what agency administers the program and locate the nearest office of that agency (see the Appendix for a list of federal agency regional offices, their locations, and their phone numbers). Contact the appropriate office to find out if and when the agency funds projects that match your idea for a proposal. If the agency does not show interest in your idea for a proposal, and if no other federal programs deal with the particular activities of interest to you, federal funding may not be available. If the agency does award grants in your area of interest—read on. The application process for unsolicited proposals follows the same basic procedures which apply to those proposals that are solicited.

Step 2. Solicitations for proposals are published in either or both the *Commerce Business Daily* (for awards over $5,000) or the *Federal Register*. Most agencies publish grant announcements in the *Federal Register*. These notices usually inform a prospective applicant of specific requirements, the "closing date" by when all applications must be received by the agency, where to find more detailed information, and occasionally how much money is available and how much is expected, on the average, to be awarded in a single grant.

In many cases, agencies also maintain grant announcement mailing lists of prospective applicants. Investigate to see if such lists exist in the agencies you contact, and ask that your name be placed on the lists which pertain to the programs in which you are interested.

In most instances, institutions and public and private organizations are eligible for grant awards although there may be restrictions for profit-making organizations. Most of the programs which affect developmentally disabled persons do not consider individuals and profit-making organizations for grant awards.

Step 3. If you think you qualify as an applicant based on the grant announcement, send for an application kit which contains forms and instructions for the completion of your proposal (see Figure 2.3). Ask for any regulations and guidelines that have been issued which detail how the program operates.

Step 4. Write or call the federal official who administers the program before drawing up a proposal outline, if it is at all possible. Tell the official about your proposal—its goals, why it's necessary, why it needs federal money—to see if such a project elicits interest and matches the agency's priorities for grant awards. Also, ask any questions you might have about regulations and the application process. Check to see if the agency will review a proposal outline.

Step 5. Draft a proposal outline and forward it to your agency contact, if appropriate. The proposal outline should include information in the following areas (see Figure 2.3, Part IV):

- objectives and need for this assistance;
- target population;
- hypotheses and results or benefits; and
- methodology.

Step 6. Request the support of others in your community who might be interested in seeing your request for a grant approved, such as locally elected officials, local and state agencies, and others who will be directly affected by your activities. Forward copies of your outline to all persons whose support you seek. As appropriate, suggest that they contact the federal agency to express their support. Include written statements of support as attachments to the proposal. Letters of support should be used very judiciously, and should document how the agency, organization, or group will support your activity with in-kind* contributions, volunteers, staff time, and involvement in the grant activities. It is impossible to say exactly when it is appropriate to ask your Congressperson or Senator for help, but consider this option.

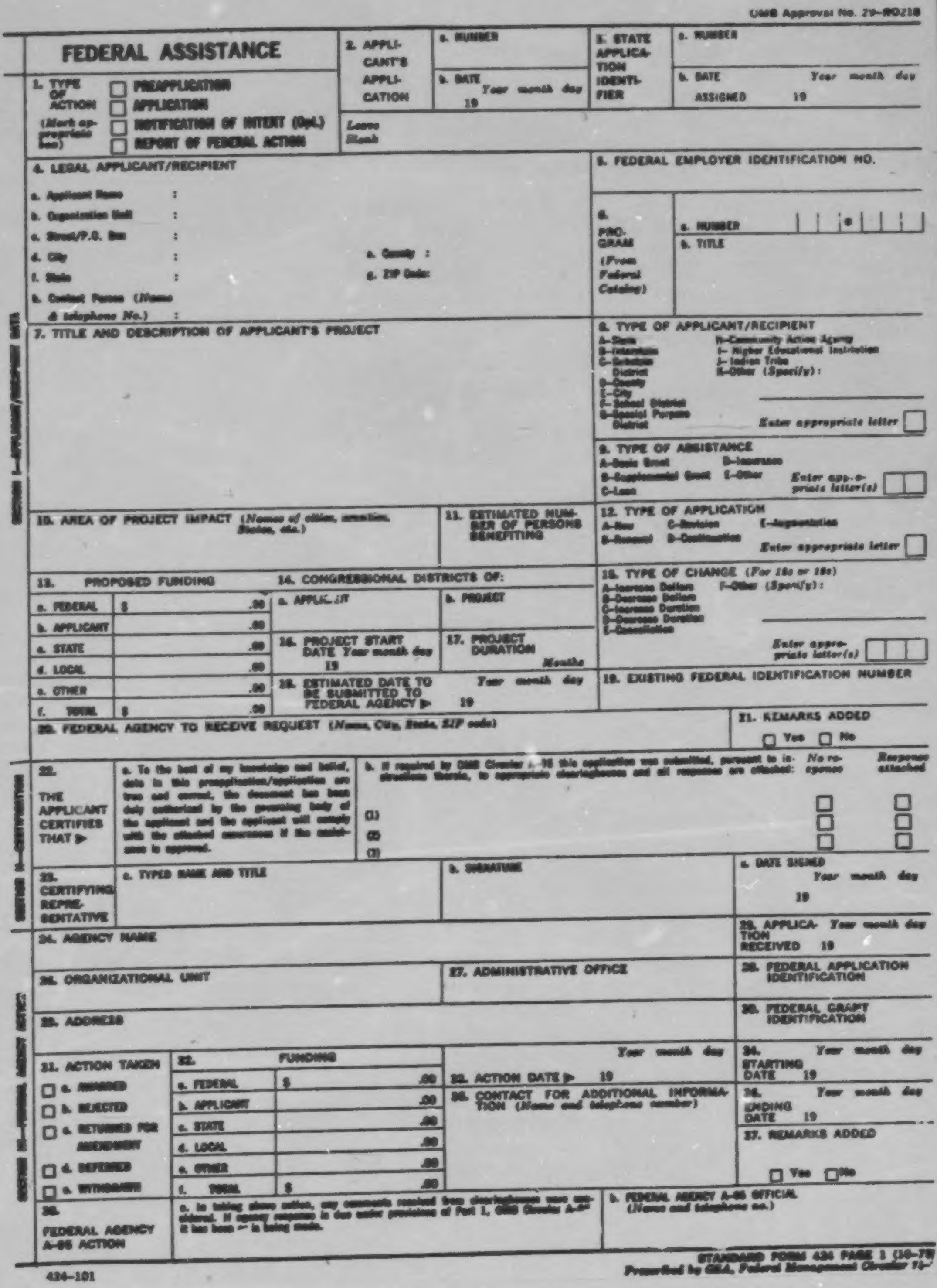
Step 7. The next step is to prepare a formal proposal based on your outline. Ask federal officials about anything you do not understand, and ask for suggestions to improve your proposal.

The credibility of an applicant is an important factor in the outcome of the application. Federal officials will scrutinize any applicant's "track record" to determine if it appears that the services or goods promised in the application can be delivered. For this reason, it is important that your proposal reflect your capabilities to perform the tasks you say you will.

Other Issues To Consider. Try to learn from your federal agency contacts what the internal review process is, how funds flow inside the agency, and

Figure 2.3

Standard Grant Application Forms for Department of Health, Education, and Welfare



OMB Approval No. 29-R0218

FEDERAL ASSISTANCE

1. TYPE OF ACTION (Mark appropriate box)
☐ PREAPPLICATION
☐ APPLICATION
☐ NOTIFICATION OF INTENT (Opt.)
☐ REPORT OF FEDERAL ACTION

2. APPLICANT'S APPLICATION
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name :
b. Organization Unit :
c. Street/P.O. Box :
d. City :
e. County :
f. State :
g. ZIP Code:
h. Contact Person (Name & telephone No.) :

5. FEDERAL EMPLOYER IDENTIFICATION NO.

6. PROGRAM (From Federal Catalog)
a. NUMBER ☐☐.☐☐☐
b. TITLE

7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT

8. TYPE OF APPLICANT/RECIPIENT
A–State
B–Interstate
C–Substate District
D–County
E–City
F–School District
G–Special Purpose District
H–Community Action Agency
I–Higher Educational Institution
J–Indian Tribe
K–Other (Specify):
Enter appropriate letter ☐

9. TYPE OF ASSISTANCE
A–Basic Grant
B–Supplemental Grant
C–Loan
D–Insurance
E–Other
Enter appropriate letter(s) ☐☐

10. AREA OF PROJECT IMPACT (*Names of cities, counties, States, etc.*)

11. ESTIMATED NUMBER OF PERSONS BENEFITING

12. TYPE OF APPLICATION
A–New
B–Renewal
C–Revision
D–Continuation
E–Augmentation
Enter appropriate letter ☐

13. PROPOSED FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

14. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT
b. PROJECT

15. TYPE OF CHANGE (*For 12c or 12e*)
A–Increase Dollars
B–Decrease Dollars
C–Increase Duration
D–Decrease Duration
E–Cancellation
F–Other (Specify):
Enter appropriate letter(s) ☐☐☐

16. PROJECT START DATE Year month day 19

17. PROJECT DURATION *Months*

18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY ▶ Year month day 19

19. EXISTING FEDERAL IDENTIFICATION NUMBER

20. FEDERAL AGENCY TO RECEIVE REQUEST (*Name, City, State, ZIP code*)

21. REMARKS ADDED ☐ Yes ☐ No

22. THE APPLICANT CERTIFIES THAT ▶
a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.
b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached: *No response* *Response attached*
(1) ☐ ☐
(2) ☐ ☐
(3) ☐ ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE
b. SIGNATURE
c. DATE SIGNED Year month day 19

24. AGENCY NAME

25. APPLICATION RECEIVED Year month day 19

26. ORGANIZATIONAL UNIT

27. ADMINISTRATIVE OFFICE

28. FEDERAL APPLICATION IDENTIFICATION

29. ADDRESS

30. FEDERAL GRANT IDENTIFICATION

31. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. DEFERRED
☐ e. WITHDRAWN

32. FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

33. ACTION DATE ▶ Year month day 19

34. STARTING DATE Year month day 19

35. CONTACT FOR ADDITIONAL INFORMATION (*Name and telephone number*)

36. ENDING DATE Year month day 19

37. REMARKS ADDED ☐ Yes ☐ No

38. FEDERAL AGENCY A-95 ACTION
a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95 it has been or is being made.
b. FEDERAL AGENCY A-95 OFFICIAL (*Name and telephone no.*)

SECTION I—APPLICANT/RECIPIENT DATA
SECTION II—CERTIFICATION
SECTION III—FEDERAL AGENCY ACTION

424-101

STANDARD FORM 424 PAGE 1 (10-75)
Prescribed by GSA, Federal Management Circular 74-

Figure 2.3 (cont.)

OMB NO. 80-RO 186

PART II

PROJECT APPROVAL INFORMATION

Item 1.
Does this assistance request require State, local, regional, or other priority rating?
______ Yes ______ No

Name of Governing Body ________________
Priority Rating ________________

Item 2.
Does this assistance request require State, or local advisory, educational or health clearances?
______ Yes ______ No

Name of Agency or Board ________________
(Attach Documentation)

Item 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?
______ Yes ______ No

(Attach Comments)

Item 4.
Does this assistance request require State, local, regional or other planning approval?
______ Yes ______ No

Name of Approving Agency ________________
Date ________________

Item 5.
Is the proposed project covered by an approved comprehensive plan?
______ Yes ______ No

Check one: State ☐
Local ☐
Regional ☐
Location of Plan ________________

Item 6.
Will the assistance requested serve a Federal installation?
______ Yes ______ No

Name of Federal Installation ________________
Federal Population benefiting from Project ________________

Item 7.
Will the assistance requested be on Federal land or installation?
______ Yes ______ No

Name of Federal Installation ________________
Location of Federal Land ________________
Percent of Project ________________

Item 8.
Will the assistance requested have an impact or effect on the environment?
______ Yes ______ No

See instructions for additional information to be provided.

Item 9.
Will the assistance requested cause the displacement of individuals, families, businesses, or farms?
______ Yes ______ No

Number of:
Individuals ____________
Families ____________
Businesses ____________
Farms ____________

Item 10.
Is there other related assistance on this project previous, pending, or anticipated?
______ Yes ______ No

See instructions for additional information to be provided.

OMB NO. 80-R0186

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B – BUDGET CATEGORIES

6. Object Class Categories	– Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges					
j. Indirect Charges					
k. TOTALS	$	$	$	$	$
7. Program Income	$	$	$	$	$

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SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTALS	$	$	$	$

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal					
15. TOTAL	$	$	$	$	$

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	$	$	$	$
17.				
18.				
19.				
20. TOTALS	$	$	$	$

SECTION F – OTHER BUDGET INFORMATION

(Attach additional Sheets If Necessary)

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

Instructions for the Completion of Part IV
Developmental Disabilities - Special Projects

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5a only. Requests for supplemental assistance should respond to question 5b only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. It is recommended that consultation be obtained from the State Developmental Disabilities Planning Council. Any relevant data based on planning studies should be included or footnoted.

2. HYPOTHESES AND EXPECTED RESULTS OR BENEFITS.

For new starts, identify expected results and benefits to be derived. For example, when applying for a grant to establish a work activity center provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. METHODOLOGY.

a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function or activity, provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others.

   Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

b. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created; the number of people served; and the number of patients treated. When accomplishments cannot be quantified, list them in chronological order to show the schedule of accomplishments and their target dates.

c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and

Page 2 of Instructions for the Completion of Part IV

successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.

d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution. The key individuals to be identified (by name and title) must always include the project director.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

a. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget has been exceeded, or if individual budget items have changed more than the prescribed limits contained in OHD policy, explain and justify the change and its effect on the project.

b. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

* * * * *

Department of Health, Education and Welfare policy requires that if any phase of this project will involve subjecting individuals to the risk of physical, psychological, sociological, or other harm, certain safeguards must be instituted and an assurance must be filed. If there is any question about application of requirements for protection of human subjects to this project, further information should be requested from the Division of Research Grants, National Institutes of Health, DHEW, 9000 Rockville Pike, Bethesda, Maryland 20014.

Figure 2.3 (cont.)

PART V

ASSURANCES

The Applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines, and requirements including OMB Circulars Nos. A-87, A-95, and A-102, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the grantor agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.

the extent to which money is currently available for your project. Definitely inquire if there is a required review process where local, state, or private entities are asked to comment on the merits of your proposal.[1] Also, ask for the date of award notification.

Be prepared to negotiate on specific items such as budget figures, if necessary. Only you can decide if and how you can compromise your original proposal. Keep in mind, however, that you probably know better than the government agency the needs of the developmentally disabled persons you serve.

If your proposal is rejected, ask to be "debriefed"; request in writing an explanation of exactly why the application was disapproved. In most instances, the Freedom of Information Act assures your right to see the terms of the grant which won the award. If, after comparing the proposals and hearing the agency's explanation for its choice, you feel you were treated unfairly, you can lodge a formal complaint to the agency's higher level authority.

There are advantages to having drawn up a proposal, even if it is not approved. You can rewrite and submit it at a later date if changes may improve the prospects of your proposal. Competition for federal dollars is keen, and rejection of a proposal does not necessarily mean that it was a poor idea or a poor proposal. Simply, your proposal may have met with too much competition for limited funds, and you may be in good company.

Timing also has an impact on approval or rejection of proposals. Grant announcements are frequently issued with little more than a month's time between the announcement and the final date on which bids or applications are accepted, particularly near the end of the fiscal year when agencies must "obligate" (commit) the money they have left in their budget or lose it. Inexperienced organizations may not be able to produce a skillfully formulated proposal which can compete with professionally written ones in such a short time. For this reason, you should think about the types of services you desire, research them, and prepare a proposal outline in a draft form so it can be rewritten and tailored to a specific solicitation in a short time. A rejected proposal, therefore, can be a useful experience because the research it spurred could provide the basis for new proposals in response to solicitation notices with short response time. Check this approach with an agency official to see if it is likely that such a solicitation notice will be issued.

Be certain that you do not jeopardize your grant by committing an error of oversight. Ask the awarding officials for all the rules and regulations by which you must abide and then make certain that you conform to them.

An example of such a rule is that all grant proposals must contain assurances for affirmative action which ensure equal opportunity and nondiscrimination through positive steps taken by an employer and/or a program provider to assure equal access to employment and program services. This must be accomplished through suitable accommodations and modifications in response to the needs of individuals or groups of individuals such as the developmentally disabled.

Further assurances must be given that no project will violate Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin, or Section 504 of Title V of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of an individual's disability.

A Primer on Contracts

This discussion outlines the standard procedures which are commonly used for awarding a contract by the federal government through its central or regional offices where such offices exist; however, each department or agency may vary or modify this process to some degree.

Step 1. During the previous fiscal year, each program office within a federal agency establishes priorities which are the basis for the next year's projects for grants or contracts. Specific activities are described in a plan called the Research and Evaluation Strategy. Based on this plan, the agency designs specific projects to be done and drafts a 20 to 25 page "work statement" for each.

Step 2. After internal review of the work statement, it is developed into a Request for Proposal (RFP)* by the agency's contracts office.

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[1] *There is a common review mechanism for grants called a A-95* review. Ask your federal agency contact for an explanation if your program is subject to such a review. This process does not apply to projects of national significance.*

Step 3. The contracts office then publishes a notice of the RFP in the *Commerce Business Daily.* This is usually a short statement which gives the title of the contract to be awarded, the contact person, when and for how long the RFP will be available, and the deadline for submission of proposals. No cost figures are announced. This is the only public notification of an RFP.

Step 4. You, as an interested and potential applicant, write to the contracts offices for a copy of the RFP. The RFP, which incorporates the work statement, is a lengthy, detailed, and technical document. Instructions for responding to the RFP are detailed as well as the criteria by which all proposals will be evaluated. Deadlines for proposals are again specified.

Step 5. You, as an applicant, send to the contracts office a technical proposal which responds to the project outline described in the work statement by specifying how you will accomplish the work requested. Cost estimates (including a detailed budget) for accomplishing the task are required in a separate budget proposal that is submitted at the same time.

Step 6. The program office which developed the work statement convenes a Technical Review Panel (TRP) of three to five people to review all the proposals submitted in response to the RFP. At least two of the panel members should be from outside the program office. This panel reviews and evaluates the technical proposals. Proposals are generally evaluated according to the following criteria:

- Understanding the problem: the bidder shows how much knowledge he or she is bringing to the project and the depth of technical expertise.
- Technical approach: this requires a detailed plan on how a bidder proposes to accomplish the task.
- Management capabilities: the kinds of staff, amount of staff time to be devoted to each task, and the staff qualifications must be indicated.
- Organization qualifications: this includes an account of successful work on similar or related projects.

The results are forwarded to the contracts office. Simultaneously, the contracts office evaluates the budget proposals which the TRP has not seen. After the TRP reviews the technical proposals, they then review the budget proposals. Based on these reviews, the proposals are ranked by the panel, and decisions are made about which proposals are acceptable, and which are unacceptable and therefore rejected from further consideration.

Step 7. The contracts office, the chairperson of the TRP, and the project officer assigned to the specific project contact all the acceptable bidders. They ask the applicants to clarify any issues or cost estimates not adequately addressed in the RFP. The bidder has to submit written responses to these questions and may be requested to do so within 24 hours. This process is technically referred to as negotiation.

Step 8. The TRP meets again and reviews the responses or amendments, called resubmissions, to the original proposal, and rescores the proposals.

Step 9. Acceptable bidders are again contacted regarding any further questions, and are requested at that time to submit a "best and final offer." The best and final offer may be called for within 24 hours of the request.

Step 10. The TRP reconvenes and develops a final ranking of the acceptable proposals. The contracts office has the authority to make the final decision based on the TRP's recommendation; therefore the applicant is notified of the decision by the contracts office.

Other Issues To Consider. Be certain that you do not jeopardize your contract by committing an error of oversight. Ask the awarding officials for all the rules and regulations by which you must abide and then make certain that you conform to them.

An example of such a rule is that all contract proposals must contain assurances for affirmative action which ensure equal opportunity and nondiscrimination through positive steps taken by an employer and/or a program provider to assure equal access to employment and program services. This must be accomplished through suitable accommodations and modifications in response to the needs of individuals or groups of individuals such as the developmentally disabled.

Further assurances must be given that no project will violate Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin or Section 504 of Title V of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of an individual's disability.

If your proposal was rejected, ask to be "debriefed"; request in writing an explanation of exactly why the proposal was unacceptable. In most instances, the Freedom of Information Act assures your right to see the terms of the contract which won the bid. If, after comparing the proposals and hearing the agency's explanation for its choice, you feel you were treated unfairly, you can lodge a formal complaint to the agency's higher level authority.

Grants	**vs.**	**Contracts**
1. Grant awards are based on the priorities established by an agency for activities it wishes to support. The government allows the grantee substantial latitude in carrying out the activities supported under the grant.		1. Contracted activities are very specifically defined tasks which must be accomplished within a definite time frame and comply with criteria the government specifies.
2. Grant proposals may be one of a kind.		2. Contract proposals are very competitive, i.e., many proposals may be submitted which address one specific type of activity or project.
3. Grant projects are generally negotiated with program office staff prior to submitting the formal application.		3. With contracts, there can be no contact with program officials once an RFP is published. All communication must be directed to the contracts office.
4. The grant application and award process usually varies.		4. Proposals for contracts are generally due 30 days after the announcement of an RFP in the *Commerce Business Daily.*
5. Grant proposals must document the need for the services the grantee intends to provide.		5. Contract proposals do not justify the need for an activity since it has already been determined by the agency. With contracts, emphasis is placed on the documentation of methodology and procedures, and budget estimates.
6. Grant applications often include letters of support.		6. Contract proposals do not include letters of support.
7. Grants are awarded at specific times during the course of a year, such as quarterly, biannually, or annually.		7. Contracts are awarded on a continuing basis at any time during the year.

Formula Grants and Block Grants

We have just described the process of awarding project grants, also known as discretionary grants, to state and local governments, institutions, agencies, organizations, and individuals. There are other types of grants which distribute large amounts of money to state and local governments only. These are formula grants and block grants.

Formula Grants

Formula grants allocate or apportion funds among eligible recipients in accordance with a distribution formula established by law or regulation. The considerations which determine the amount of money which a state or locality may receive are based on such factors as that area's population characteristics, per capita income, substandard housing, or rate of unemployment. Occasionally, the amount of money available for a particular jurisdiction or recipient is also influenced by what is called a "hold-harmless" provision in the law, meaning that the amount of money that recipient was awarded in previous years is taken into account in determining what the recipient will receive for a certain period in the future so that a sudden and harmful decrease in grant funds will not occur.

Formula grant funds are generally not automatically sent to eligible recipients. The formulas indicate the total to which recipients are entitled if the requirements, regulations, or other criteria of law are met. These requirements may include a state plan for the program, maintenance of effort comparable to a previous time period, planning and coordination activities, provisions that the recipient share a portion of the total cost of the program or project, or conformance with various civil rights activities.

Block Grants

Block grants are awards of money for broad purposes, focusing on functional areas such as health, transportation, education, or community development in general. They allow recipients great leeway in deciding how to spend the money within general guidelines established by Congress and Executive Branch regulations.

At the time of the publication of this Guide, there were five block grant programs in operation—community development, comprehensive employment and training, partnership for health, social services, and law enforcement assistance—plus one mini-block grant program, vocational education. Most were created by merging several categorical grant programs. All of these allocate funds according to formulas.

Other Types of Funding Assistance

Several other ways exist by which federal assistance is provided to recipients. These include: direct payments programs; direct loans; direct insurance programs; guaranteed/insured loans; donation of property and goods; and general revenue sharing.

Direct Payment Programs

Direct federal payments provide money to eligible individuals directly or through an intermediary state agency. Supplemental Security Income (see p. 6.29), pension or compensation payments to veterans, and Aid to Families with Dependent Children (AFDC) (see p. 6.25) are some of the programs under this umbrella.

Direct Loans

Direct loans are contracts under which the government lends money from the federal treasury at varying interest rates for a specified period of time to state or local governments, private organizations, or individuals to accomplish a designated task. Examples include some loans by the Small Business Administration to owners of small businesses, and loans for construction of housing for the elderly or the handicapped under the Section 202 Program (see p. 4.53) administered by the Department of Housing and Urban Development.

Direct Insurance Programs

Direct insurance programs are programs in which the federal government insures an individual or a group against a loss. These insurance programs were undertaken by the federal government because certain types of insurance were considered so risky that private enterprise could not or would not provide the coverage. Medicare, Federal Flood Insurance, and Federal Crop Insurance exemplify direct insurance programs.

Guaranteed Insured Loans

Guaranteed/insured loans are loans made by state or local agencies or private lenders to public agencies, private organizations, or individuals which the federal government insures against default.

The loan guarantee programs do not require direct federal expenditures unless the borrower defaults. These programs are included in this section, however, because a federally guaranteed loan reduces the cost of the loan to the borrower by reducing the risk to the lender, and thus qualifies as a form of financial assistance.

Mortgage insurance guarantees from the federal government through the Department of Housing and Urban Development or the Farmers' Home Administration fall into this category. Another example of guaranteed federal loans are those made to rural electrification cooperatives to supply electrical service to rural areas.

Donation of Property and Goods

Surplus federal property and goods or goods acquired by the federal government for the purpose of donating them are given to eligible recipients under federal donation programs. For example, the Food Donation Program (see p. 4.13) of the Department of Agriculture gives governmentally acquired foods to low-income persons. The General Services Administration oversees donation programs which can give either surplus government real estate or surplus goods to eligible recipients. Even though these programs do not provide money to beneficiaries, the value of donated goods or property can be considered a type of federal financial assistance.

General Revenue Sharing

General revenue sharing (the State and Local Fiscal Assistance Act) provides federal funds to approximately 39,000 states and localities to use for their governmental activities. Revenue sharing is similar to a formula grant in that payments under the program are allocated to recipient states according to an elaborate formula. Unlike formula grants, recipients do not have to apply for the money; revenue sharing funds are automatically sent to eligible state and local jurisdictions on a quarterly basis. There are almost no restrictions on the use of funds; revenue sharing money may be spent for any purpose which would be a legal expenditure under the laws of the recipient jurisdiction.

The law requires nearly all state and local governments which receive revenue sharing funds to announce the proposed use of the money and to permit the public to comment on it. Once the federal government has disbursed the money to states and localities, individuals or groups in need of services should try to influence the public planning process for the expenditure of funds within their communities. The recipient government must hold at least one public hearing which is announced in at least one newspaper of general distribution to provide the opportunity for interested citizens to comment on the proposed uses of the revenue sharing funds. After the state or local government has drawn up a final proposed budget, at least one other hearing, called a budget hearing, must be held. At least 10 days prior to that hearing, the recipient government must publish the proposed budget in at least one newspaper and announce when and where the hearing will be held so that citizens can offer comments a second time.

Each recipient jurisdiction must assure the federal government that it will expend the funds legally, and it must file a report at the end of its fiscal year explaining how funds were used.

Federal Resources: Introduction and Index

In Chapters 4 through 8, the Guide presents descriptions of specific federal resources for funds and services that are of potential aid to the developmentally disabled. Each of these chapters represents a large "area of need"—***Environmental Conditions, Health, Income, Knowledge and Skills,*** and ***Research and Training.*** In turn, each area of need is divided into smaller "service need categories" under which the program descriptions are grouped. For example, the National School Lunch Program is described under the *Food and Nutrition* service need category, which is in the ***Environmental Conditions*** area of need. Each service need category begins with an overview to define the service need, and shows how the programs described in that category relate to that particular service need.

This introduction explains the program description format, presents the Index to the program descriptions with brief instructions on how to use it, defines the service need categories, and includes a short glossary of acronyms that you will encounter in the program descriptions. A larger glossary of terms can be found at the back of the Guide; when a term used in the text is followed by an asterisk*, it is defined in the larger glossary.

Program Description Format

Each program description addresses a specific potential source of assistance—programs that award grants and contracts to provide services, conduct research, train staff, and many others. Although the programs are diverse, we have tried to present the descriptions in as uniform a format as possible to facilitate your understanding of the services provided and who can get those services; not all programs, however, fit easily or completely into the pattern we have developed.

The seven headings used in the program descriptions are **Purpose, Services, Who Is Eligible?, How To Apply, Programs Funded, Other Issues To Consider,** and **For Further Information.**

Title:

The official title of most programs appears in bold print at the top of each program descritpion. Some programs, however, have common names or acronyms by which they are more familiarly know. In these cases, the common name appears first in bold print, followed by the official title in italics.

Purpose:

One or two sentences state the primary intent of the program—for example, "This program assists disabled individuals in preparing for and engaging in paid employment."

Services:

This section tells what the program does, and how it accomplishes its purpose. If the program offers direct services, they are described in this section. If the program sets standards of compliance, this section relates what the affected group (employers, transportation providers, and so forth) must do to conform to the regulations.

Who Is Eligible?

The categories of eligible applicants for funds or services are identified. Where applicable, three categories are differentiated—individuals eligible for services or benefits, nongovernmental agencies and organizations eligible for services or funds, and state and local governments or governmental units eligible for funds or services. For instance, some programs provide funds to organizations with the stipulation that the funds may not be used to provide direct services to individuals. In such a case, only organizations' eligibility criteria are discussed.

How To Apply:

Again, a distinction is made among the types of applicants: individual, organization, or government. Brief instructions are given on how each eligible category can apply for program funds or services.

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Programs Funded:

This heading incorporates diverse information which might be helpful to prospective applicants. The priorities an agency has established for the types of projects it wants to fund may be discussed. Perhaps the actual range of money that projects have received from the agency is cited. Or a specific project funded may be described. For some programs, such as loan insurance programs, this category is not included because the funding information is so general that it would not be helpful to anyone who might apply.

Other Issues To Consider:

This heading is included only if there is pertinent and useful information that is not discussed elsewhere. For example, if a program has developed a particular process for appealing decisions made by program officials, the process is talked about here. Tips on how the program can be used to serve the developmentally disabled are given under this heading.

For Further Information:

This section lists the technical references relating to a program—where to go to get further information about it.

The Public Law Number and the name of the program's authorizing legislation are given (e.g., P.L. 93-112, Rehabilitation Act of 1973, which authorized the Vocational Rehabilitation Services Program).

The *United States Code* citation states where this legislation can be found in the Code (e.g., 29 USC 701 means that the law can be located in Section 701 of Title 29 of the Code). You can find the *United States Code* (see p. 10.27) in most public libraries and law offices.

The regulations* for this particular program can be found in the *Code of Federal Regulations* (CFR) (e.g., 45 CFR 101 means that the regulations for the Vocational Rehabilitation Services formula grant program can be found in Section 101 of Title 45 of the CFR). Almost all program have regulations that are in the CFR (see p. 10.19). Contact the federal agency that administers the program of interest to you for a copy of that program's regulations.

The next citation gives you a reference number for locating a brief program description in the *Catalog of Federal Domestic Assistance* (see p. 10.5) which is published by the Office of Management and Budget (OMB).

The mailing address and telephone number of the central office of the agency administering a program is listed. Addresses and phone numbers of the federal regional and area offices mentioned in the program descriptions are listed in the Appendix to the Guide.

Index: Guide to Federal Resources

The purpose of this Index (Figure 3.1) is to help readers locate specific information contained in the *Guide to Federal Resources for the Developmentally Disabled.*

Information about federal programs and services has been cataloged according to the basic needs of people who are developmentally disabled. Program descriptions are grouped into "service need categories." These categories are subsumed under larger "areas of need." For instance, Title XX—Social Services is included in the *Supportive Services* service need category which falls under the larger area of need, ***Environmental Conditions.***

To form the Index, we used two sets of variables: the broad service need categories of people with developmental disabilities;[1] and the type of applicant for services or funds—individuals, nongovernment organizations, and state and local governments.

To use the Index:

1. Find the service need category you wish to investigate, along the top of the Index.
2. Identify the type of applicant: an individual, a nongovernment organization, or a local or state government, along the left side of the Index.
3. Look below the service need category and to the right of type of applicant to find a list of page numbers indicating where information about federal resources to meet each need can be found in the Guide.

For example, information about housing services available to individuals is indexed by page numbers next to the individual applicant category and below the *Housing* service need category. Both the Table of Contents and the divider pages that precede each service need category throughout the Guide list the programs within each category.

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[1] *The service needs were adapted from the United Way of America Service Identification System Chart of Community Goals and Service Areas, and from the service needs listed in a compilation of Developmental Disabilities legislation, Public Law 91-517, as amended by Public Law 94-103.*

Definitions of Service Need Categories

Environmental Conditions

Food and Nutrition services are aimed at ensuring nutritious diets for individuals and families through direct provision of food, provision of the means with which to buy food, and education relating to purchasing and preparing food.

Freedom from Environmental Barriers services are aimed at making streets, walkways, buildings, transportation, and other facilities as usable by people with disabilities as by nondisabled people.

Housing services are aimed at providing a wide variety of assistance related to living arrangements.

Recreation services are aimed at providing opportunities for recreation, physical education, and open space acquisition and development.

Supportive Services are social services aimed at enabling individuals to live independently, preserving and strengthening families, and providing substitutes for family life.

Transportation services are aimed at providing safe, efficient, convenient, and affordable means of transporting individuals and goods.

Health

Mental Health services are aimed at preventing mental illness and improving the mental health of individuals and their families by ensuring care and treatment.

Physical Health services are aimed at preventing illness or disability and improving the health of individuals and families by ensuring care and treatment.

Income

Employment services are aimed at creating opportunities for employment through activities such as work evaluation, occupational skills development, training, work adjustment, work activities, and job development.

Financial Assistance provides cash to individuals and families to help them meet basic needs.

Knowledge and Skills

Habilitation, Rehabilitation, and Vocational Training services are aimed at developing an individual's skills to help that person reach his or her maximum potential and move toward independence.

Life Skills and Education services are aimed at providing learning experiences to develop the ability to acquire knowledge and basic skills, and to apply them to everyday living. Life skills and education can be taught in structured classes, in learning centers, at home, or in the community.

Research and Training

Research and Demonstration projects are aimed at developing new and innovative services and methods of delivering services and investigating the nature, prevention, treatment, and remedy of handicapping conditions.

Staff Development services are aimed at preservice or in-service training or further education of paid or volunteer staff.

Figure 3.1

	AREAS OF NEED	**Environmental Conditions**					
	SERVICE NEED CATEGORIES	Food & Nutrition	Freedom from Environmental Barriers	Housing	Recreation	Supportive Services	Transportation
	TYPE OF APPLICANT						
Direct Services & Support	**Individuals**	*4.13* *4.15* *4.21* *4.27* *4.83* *4.85* *4.89* *4.91* *4.93* *7.25* *7.29*	*4.31* *4.35* *4.37* *4.43* *4.45* *4.105* *6.7* *6.9* *7.3* *8.7*	*4.35* *4.37* *4.43* *4.45* *4.47* *4.49* *4.51* *4.55* *4.63* *4.67* *4.99* *5.23* *7.9* *7.47* *8.7*	*4.21* *4.73* *4.77* *4.83* *4.93* *7.3* *7.17* *8.7*	*4.21* *4.83* *4.85* *4.89* *4.91* *4.93* *4.99* *5.5* *5.7* *5.11* *5.13* *5.15* *5.21* *5.23* *6.5* *6.15* *6.17* *6.19* *6.25* *6.29* *7.3* *7.7* *7.9* *7.23* *7.27* *7.29* *7.39* *7.41* *7.43* *7.47* *8.7* *8.9* *8.47* *8.51*	*4.31* *4.37* *4.83* *4.85* *4.89* *4.91* *4.93* *4.99* *4.105* *5.23* *7.3* *7.9* *7.39* *7.41* *7.47* *8.7*
Funds To Provide Services & Support	**Nongovernment Organizations**	*4.3* *4.7* *4.11* *4.13* *4.19* *4.21* *4.23* *4.25* *4.27* *4.75* *7.29* *8.13*	*4.37* *4.107* *4.109* *4.111* *4.113* *5.3* *5.7* *6.11*	*4.37* *4.47* *4.51* *4.53* *4.55* *4.57* *4.59* *4.61* *4.67* *5.3*	*4.73* *4.75* *4.77* *7.17* *8.43*	*4.81* *4.85* *4.87* *4.89* *4.91* *4.93* *7.29* *7.43* *8.5* *8.47* *8.51*	*4.37* *4.75* *4.107* *4.109* *4.111* *4.113*
	State & Local Governments	*4.9* *4.11* *4.13* *4.15* *4.19* *4.21* *4.23* *4.25* *4.27* *4.75* *4.83* *7.25* *7.29* *8.13*	*4.33* *4.41* *4.109* *4.111* *4.113* *5.3* *5.7* *6.11* *7.39*	*4.33* *4.41* *4.47* *4.55* *4.57* *4.61* *4.65* *5.3*	*4.71* *4.73* *4.75* *4.77* *4.83* *7.17* *8.43*	*4.81* *4.83* *4.85* *4.89* *4.91* *4.93* *4.99* *7.29* *7.43* *7.47* *8.5* *8.47* *8.51*	*4.75* *4.83* *4.109* *4.111* *4.113*

Page numbers indicate where to find information about federal resources.

Index: Guide to Federal Resources

Health		Income		Knowledge & Skills		Research & Training	
Mental Health	Physical Health	Employment	Financial Assistance	Habilitation, Rehabilitation, & Vocational Training	Life Skills & Education	Research & Demonstration	Staff Development
4.83 4.93 4.99 5.3 5.5 5.7 5.13 7.3 7.9 7.25 7.29 7.35 7.37 8.7 8.15 8.39 8.41	4.21 4.83 4.91 4.93 4.99 5.11 5.13 5.15 5.21 5.23 6.13 7.3 7.9 7.25 7.27 7.29 7.35 7.37 7.47 8.7 8.49 8.51	4.99 6.3 6.5 6.9 6.13 6.15 6.17 6.19 7.3 7.7 7.9 7.13 7.47 8.7 8.9	4.85 4.91 6.13 6.15 6.25 6.27 6.29 7.9 7.13	4.83 4.93 4.99 5.3 5.5 5.7 5.11 5.21 5.23 6.3 6.5 6.9 6.11 6.13 6.15 6.17 6.19 7.3 7.7 7.9 7.27 7.35 7.37 7.39 7.41 7.43 8.3 8.7 8.9 8.25 8.27 8.29 8.33 8.51 8.53	4.9 4.21 4.83 4.89 4.93 4.99 5.7 5.11 6.3 6.5 6.9 6.11 6.13 6.15 6.17 6.19 7.3 7.7 7.9 7.13 7.15 7.17 7.19 7.23 7.25 7.27 7.29 7.35 7.37 7.39 7.41 7.43 7.47 8.7 8.51	8.3 8.5 8.7 8.9 8.15 8.19 8.25 8.27 8.29 8.51 8.53	4.93 8.15 8.19 8.33 8.39 8.41 8.47 8.49 8.51 8.53
4.81 5.3 5.5 5.7 7.29 8.15 8.17 8.39 8.41	4.81 5.11 5.15 5.17 5.21 7.21 7.27 7.29 8.11 8.13 8.21 8.23 8.37 8.49 8.51	6.3 6.5 6.7 6.11 6.15 6.17 7.13 8.9		7.3 7.9 7.21 7.27 7.43 8.3 8.21 8.27 8.29 8.33 8.51	7.13 7.15 7.17 7.19 7.21 7.23 7.27 7.29 7.31 7.33 7.37 7.41 7.43 8.51	4.81 5.11 5.17 5.21 7.3 7.9 7.15 7.19 7.23 7.27 7.33 7.41 8.3 8.5 8.7 8.9 8.11 8.13 8.15 8.17 8.19 8.21 8.23 8.25 8.27 8.29 8.45 8.51	4.93 5.7 5.17 7.7 7.15 7.17 7.19 7.27 8.3 8.7 8.11 8.15 8.19 8.21 8.33 8.35 8.37 8.39 8.41 8.43 8.45 8.47 8.49 8.51
4.81 4.83 5.3 5.5 5.7 7.25 7.29 7.37 8.15 8.17 8.39 8.41	4.81 4.83 5.11 5.13 5.15 5.17 5.19 5.21 5.23 7.21 7.25 7.27 7.29 7.37 8.11 8.13 8.21 8.23 8.37 8.49 8.51	6.3 6.7 6.11 6.17 6.19 7.13 8.9	6.25 6.29	4.83 7.3 7.9 7.21 7.27 7.37 7.43 8.3 8.21 8.27 8.29 8.33 8.51	4.9 4.83 7.13 7.15 7.17 7.19 7.21 7.23 7.25 7.27 7.29 7.31 7.33 7.35 7.37 7.39 7.41 7.43 7.45 7.47 8.51	4.81 5.11 5.17 5.21 7.3 7.7 7.9 7.15 7.19 7.23 7.25 7.27 7.33 7.41 7.45 8.3 8.5 8.7 8.9 8.11 8.13 8.15 8.17 8.19 8.21 8.23 8.25 8.27 8.29 8.45 8.51	4.93 5.7 5.13 5.17 6.17 7.7 7.15 7.17 7.19 7.25 7.27 7.35 7.39 7.45 8.3 8.7 8.11 8.15 8.19 8.21 8.33 8.35 8.37 8.39 8.41 8.43 8.45 8.47 8.49 8.51

▲ Page numbers indicate where to find information about federal resources.

Glossary of Acronyms

ADAMHA	Alcohol, Drug Abuse, and Mental Health Administration
AFDC	Aid to Families with Dependent Children
AHI	Administration for Handicapped Individuals
AOA	Administration on Aging
ATBCB	Architectural and Transportation Barriers Compliance Board
BEH	Bureau of Education for the Handicapped
BIA	Bureau of Indian Affairs
CAB	Civil Aeronautics Board
CASP	comprehensive annual state plan
CBD	*Commerce Business Daily*
CBO	Congressional Budget Office
CETA	Comprehensive Employment and Training Act
CSA	Community Services Administration
CSC	Civil Service Commission
DHEW or HEW	Department of Health, Education, and Welfare
DDO	Developmental Disabilities Office
DOL	Department of Labor
DOT	Department of Transportation
EEO	equal employment opportunity
EEOC	Equal Employment Opportunity Commission
ETA	Employment and Training Administration
EPSDT	Early and Periodic Screening, Diagnosis, and Treatment
FAA	Federal Aviation Administration
FDA	Food and Drug Administration
FFP	federal financial participation
FHA	Federal Housing Administration
FmHA	Farmers' Home Administration
FIC	Federal Information Center
FMR	fair market rent
FNS	Food and Nutrition Service
GAO	General Accounting Office
GPO	Government Printing Office
GSA	General Services Administration
HCFA	Health Care Financing Administration
HAP	housing assistance plan
HRA	Health Resources Administration
HSA	Health Services Administration
I&R	information and referral
ICF/MR	Intermediate Care Facilities for the Mentally Retarded
IRS	Internal Revenue Service
LHA	local housing authority
NICHHD	National Institute of Child Health and Human Development
NIH	National Institutes of Health
NINCDS	National Institute of Neurological and Communicative Disorders and Stroke
NPRM	notice of proposed rulemaking
OASDI	Old-Age, Survivors and Disability Insurance (also referred to as RSDI)
OE	Office of Education
OFR	Office of the Federal Register
OHDS	Office of Human Development Services
OMB	Office of Management and Budget
P&A	protection and advocacy
PCMR	President's Committee on Mental Retardation
PHS	Public Health Service
PHA	public housing agency or public housing authority
RSA	Rehabilitation Services Administration
RSDI	Retirement, Survivors and Disability Insurance (also referred to as OASDI)
RSVP	Retired Senior Volunteer Program
R&T	Research and Training Center
SBA	Small Business Administration
SMSA	Standard Metropolitan Statistical Area
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
UAF	University Affiliated Facility
UMTA	Urban Mass Transportation Administration (or, occasionally, a reference to the Urban Mass Transportation Act)
USC	*United States Code*
USDA	United States Department of Agriculture
USDC	United States Department of Commerce
USDI	United States Department of Interior
UYA	University Year for Action
VA	Veterans Administration
VR	vocational rehabilitation
WIN	Work Incentive Program

Food and Nutrition

Overview

Child-Care Food Program

Community Food and Nutrition Program

Cooperative Extension Service

Equipment for Food Programs
Nonfood Assistance Program

Food Donation Program

Food Stamp Program

National School Lunch/Breakfast Programs

Nutrition Program for the Elderly

Special Milk Program for Children

Summer Food Program for Children

WIC
Special Supplemental Food Program for Women, Infants, and Children

Food and Nutrition Overview

Service Need Definition: *Food and nutrition services are aimed at ensuring nutritious diets for individuals and families through direct provision of food, provision of the means with which to buy food, and education relating to purchasing and preparing food.*

Malnutrition is a national problem caused by poverty and poor education. The primary focus of the many programs which have evolved to combat these causes is to provide people with food and to encourage the establishment of nutritional habits that will affect physical and mental development throughout life.

The Department of Agriculture administers most of these programs. The Administration on Aging of the Department of Health, Education, and Welfare runs a program for the elderly and the Community Services Administration operates a small program to fill in the gaps left by the larger food and nutrition programs. At the state and local levels the programs are run by education, social service, health, and aging agencies.

The major eligibility requirement for individuals and families to participate in most food and nutrition programs is low income, adjusted according to family size. These income requirements are altered if an individual or family has large medical or housing expenses. Individuals and families eligible to participate in these programs probably are also eligible for other major assistance programs such as Supplemental Security Income (SSI) (see p. 6.29), Aid to Families with Dependent, Children (AFDC) (see p. 6.25), Medicaid (see p. 5.23), and Title XX—Social Services (see p. 4.93).

The primary requirements for an organization to sponsor a nutrition program are nonprofit status and administrative capability.

Most of the food and nutrition programs described in this section aim at particular target groups—children, the elderly, and pregnant and nursing women. Others—the Food Stamp Program and its complement, the Food Donation Program, as well as the Community Food and Nutrition Program and the Cooperative Extension Service—serve all ages and conditions. None is particularly designed for the developmentally disabled, but the disabled can be eligible for every program.

The child nutrition programs serve children under 18 who are in schools, day-care centers, camps, and institutions, and include the National School Lunch Program, School Breakfast Program, Summer Food Service for Children, Special Milk Program for Children, and Nonfood Assistance Program.

The Nutrition Program for the Elderly provides hot meals and social services to people over 60 and their spouses.

The Special Supplemental Food Program for Women, Infants, and Children (WIC) provides highly nutritious food supplements and nutrition education to children under five and pregnant and nursing women.

The Food Stamp Program operates in every county and major city in the country. Low-income families purchase food stamps which can be used in the grocery store to buy food worth more than the family had to pay for the stamps. The Food Donation Program provides food for low-income families in those few places where the Food Stamp Program does not operate.

The Cooperative Extension Service offers nutrition and homemaking information to primarily rural populations.

Child-Care Food Program

Purpose

This program provides nutritious meals and snacks to all children enrolled in nonresidential, nonschool child-care programs.

Services

A. Needy children attending participating centers receive free meals; some children receive meals at a substantially reduced price; all other children get meals at a price that is less than the cost of preparation.

B. The Child Nutrition Division of the Food and Nutrition Service of the U.S. Department of Agriculture (USDA) distributes money to states for them to disburse to nonschool, nonresidential child-care centers to pay, or help pay, for nutritious meals for the children who attend the centers. Each meal must meet standards set up by USDA. For instance, a breakfast must include milk, fruit or full-strength fruit or vegetable juice, and bread or cereal.

C. Another part of the Child-Care Food Program is commodity donation (see p. 4.13). Centers can receive food donations or cash from the state. Each state decides annually if it would rather receive food or cash from USDA; all the centers in a particular state get only food or cash, depending on the state's decision.

In most states, the state education agency is in charge of this program. In some states, however, it is against the law for education agencies to handle money for noneducational programs; in those states, the Child-Care Food Program is administered by the Food and Nutrition Service Regional Office (FNSRO). The FNSRO's do not disburse food for this part of the Child-Care Food Program—they distribute only cash.

D. Another provision of the Child-Care Food Program is for "nonfood assistance." Nonfood assistance (see p. 4.11) is money given to help centers buy or rent equipment to begin, continue, or expand their food services; for instance, money can be given to a center to buy a refrigerator unit. USDA provides 75 percent of nonfood assistance money; the rest must come from the state, the center, or private sources. If a center is particularly needy, however, USDA will provide all the money to buy necessary equipment.

E. Each state agency or FNSRO also provides help and advice to any center that wishes to establish or expand a feeding program.

Who Is Eligible?

A. Children who are 18 and under who attend a participating center receive meals through this program at a price that is less than the cost of preparing it. Based on their family size and income, some children are eligible to get reduced-price meals, while others can get meals for free. Any child whose sister or brother receives free or reduced-price meals in school is automatically eligible for the same assistance at a child-care center.

The family size and income guidelines are established by USDA. The children of any family at or below the poverty level are eligible for free meals by this standard. Each state has the choice of using this USDA guide or using one up to 25 percent higher. Most states choose the higher standard. For example, the USDA standard requires that the children of a five-person family with an income under $6,550 are eligible for free meals. States are allowed to extend that eligibility to a family with an income that is less than $8,190. If the family earns from $8,191 to $12,770 (95 percent above the poverty level), the children are eligible for reduced-price meals.

B. The benefits of the Child-Care Food Program are available to any licensed public or nonprofit private nonschool institution that provides nonresidential child-care services. This can include day-care centers, Head Start centers, settlement houses, recreation centers, family and group day-care centers, and institutions or centers providing day-care services to handicapped children. Centers affiliated with schools are eligible for assistance under the National School Lunch and Breakfast Programs (see p. 4.19).

Three general requirements must be met by centers to be eligible:

- The center must provide organized, nonresidential child care.
- The center must be nonprofit or in the process of getting this tax-exempt status from the Internal Revenue Service.
- The center must have state or local licensing if it is required by the state. If this licensing is not required, the center must show that it meets the Federal Interagency Day-care Requirements, which can be obtained from the state education agency.

Centers that have meals supplied through a contracted meal service are also eligible for reimbursement if the meals meet the established USDA standards.

C. Family and group day-care centers which are operated in private homes must have a sponsoring organization, such as a community group, a church, the Girl Scouts, or a YMCA. The USDA considers it too difficult for many small centers to complete all the required paperwork for this program. With a sponsor, family day-care centers need only obtain the proper license and keep records of family size and income. A sponsoring organization may sponsor more than one family or group day-care center.

How To Apply

A. Children who attend centers participating in this program are automatically eligible for free or reduced-price meals if their family size and income meet established requirements. No application is necessary, but the family must provide necessary information to the center so their eligibility can be determined.

B. Centers, or agencies interested in sponsoring a number of centers, should contact their state education agency or FNSRO for proper application forms and instructions. Centers must reapply every year to participate in the program.

C. Centers can receive money from the state agency or FNSRO for the costs of buying, preparing, and serving food to the children. The amount of money a center receives depends on the number of meals served, the type of meal served (breakfast, lunch, supper, or snack), and the financial need of each child (some children are eligible for free or reduced-priced meals). For example, a center receives 71.5 cents for a lunch served to a child eligible for free meals and 61.5 cents for a lunch served to a child eligible for reduced-price meals.

Centers are reimbursed at least monthly, and within 30 days of each request for payment.

D. Centers also must apply to the state agency or FNSRO for nonfood assistance. Since each state has a set amount of these funds (based on the number of children in the state under age six from families having an income below 125 percent of the poverty level), the state determines how to distribute this money on the basis of the relative need of each applying center.

E. Centers receive food, or cash instead of food if that is the state's decision, without applying. Congress determines each year how much food will be distributed throughout the country and each state receives a portion of that, based on the number of lunches and dinners served by programs under its jurisdiction. The state, in turn, gives the food (or cash) to the centers according to the number of lunches and dinners served during the year at each center.

F. Sponsoring agencies are required to submit a management plan to the state agency along with their annual applications. This plan must include the number of sponsored centers, the supervisory assistance to be provided by the sponsor, monitoring effort that would be taken to ensure that program requirements are met, and other prescribed information.

Programs Funded

Eligible centers are reimbursed a set amount for every meal served. There is no limit.

Nonfood assistance can pay for the purchase or rental of equipment used for storage, preparation, transportation, or serving of food to children—for example, refreigerators, ovens, or vans used primarily in connection with the food service of the center.

Other Issues To Consider

Should any questions arise regarding a child's eligibility for free or reduced-price meals, the family can request a hearing from the center. The family has the right to examine all related records, to be assisted or represented by another person, to have the hearing within a reasonable and convenient time period, to question any testimony or evidence introduced against them, and to have the hearing conducted by an official who did not participate in making the decision under appeal.

The state agency must decide by May 15 each year whether it wants food donations or cash instead of food. Centers which have a preference should inform the agency by this deadline. States served by the FNSRO's automatically receive cash.

For Further Information

For information and regulations relating to this program, contact the Child Nutrition Division.

Public Law:
79-396, National School Lunch Act, as amended by P.L. 94-105
United States Code:
42 USC 1779
Code of Federal Regulations:
7 CFR 226
Catalog of Federal Domestic Assistance:
OMB Number 10.558

Federal Agency:
Child Nutrition Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-8130

Community Food and Nutrition Program

Purpose

This program supplements other food and nutrition programs and supports projects that increase food production.

Services

The Community Food and Nutrition Program (CFNP) attempts to get food to low-income people and others in immediate nutritional need. CFNP funds are used to plan and establish community nutrition programs which improve, without duplicating, other food programs. One type of project funded is the monitoring and analysis of existing federal food and nutrition programs, including participation in and accessibility to them. In addition, several other types of projects are encouraged, including:

- self-help projects, such as community gardens;
- activities that supplement existing projects, such as transportation to a meal program;
- crisis relief;
- consumer education, advocacy, and legal assistance; and
- program support, such as training or research projects.

Who Is Eligible?

A. Low-income individuals and families are eligible for services in programs funded by CFNP. Any person or family eligible to participate in a federal food and nutrition program, such as the Food Stamp Program (see p. 4.15) or National School Lunch Program (see p. 4.19), can get benefits from the CFNP.

B. Nonprofit organizations, such as community action agencies, migrant farmworker organizations, and tribal organizations, are eligible for project funds from CFNP. Priority is given to projects serving the following groups:

- Native Americans and migrant and seasonal farmworkers;
- elderly poor; and
- infants and pregnant and nursing women.

How To Apply

A. An eligible individual or family contacts the CFNP project to participate.

B. Organizations that want funding for projects apply to Regional Community Services Administration (CSA) Offices. If they are applying for research and development projects, application is made to the CSA Headquarters in Washington, DC. Application forms can be obtained from the CSA regional and national offices.

Programs Funded

The CFNP has a relatively small budget, but funds over 500 projects nationally. The program strives to use funds flexibly to meet specific community needs. Some projects that have been funded include:

- a food stamp outreach campaign, called the National Child Nutrition Project, in New Brunswick, NJ;
- an irrigation project to facilitate growing food for the poor, called Campesinos Unidos, in Imperial Valley, CA; and
- the Vermont Garden Project, run by the Vermont State Economic Opportunity Office, which helped low-income people establish 1,500 gardens.

For Further Information

Regulations, guidelines, and other publications can be obtained by writing to the Community Services Administration.

Public Law:
The Economic Opportunity Act of 1964, as amended

United States Code:
42 USC 2942

Code of Federal Regulations:
45 CFR Chapter X, 1061

Catalog of Federal Domestic Assistance:
OMB Number 49.005

Federal Agency:
Community Food and Nutrition Program
Community Services Administration
1200 19th St., NW
Washington, DC 20506
(202) 254-5400

Cooperative Extension Service

Purpose

This program develops and provides educational programs and information to the general public in the fields of home economics, youth development, community development, and agriculture.

Services

The major service of this program is the distribution of information to people in rural settings. Funds are disbursed by the Department of Agriculture to the land-grant[1] university or college in each state. The extension services of these universities use these funds for staffing, the development of educational materials, and transportation costs of getting the staff to local communities in need of homemaking, community, or agricultural information.

Examples of the types of information available from this service include advice on how to develop programs for identifying the rural disabled population, assisting them in obtaining suitable vocational rehabilitation, and locating and referring them to appropriate jobs. Another example is instruction on how to adapt a house to minimize architectural barriers.

Who Is Eligible?

The general public may request information and assistance from their university extension service.

Each state receives funds to be disbursed to its land-grant college or university. The amount of funds received by each state is based primarily on the size of its rural and farm population.

How To Apply

Individuals and groups contact their state extension service at the state land-grant university or college, which is generally the state university. The Federal Extension Service has a listing of all the state extension service sites. The land-grant colleges receive funds under this program. They must, however, submit an annual plan of proposed work for approval by the Department of Agriculture.

For Further Information

For regulations and information about this program, contact the Federal Extension Service.

Public Law:
32-83, Smith-Lever Act, as amended
United States Code:
7 USC 341 et seq.
Code of Federal Regulations:
not listed
Catalog of Federal Domestic Assistance:
OMB Number 10.500
Federal Agency:
Federal Extension Service
Department of Agriculture
Washington, DC 20250
(202) 447-6283

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[1] *A land-grant university is one that has received public lands for the "benefit of agriculture and the mechanic arts" through congressional action taken in 1862. Each state has at least one.*

Equipment for Food Programs

Nonfood Assistance Program

Purpose

This program assists institutions serving children in renting or buying equipment to establish, maintain, and expand their food service programs.

Services

The Nonfood Assistance Program operates only in conjunction with the following child nutrition programs: National School Lunch Program (see p. 4.19), School Breakfast Program (see p. 4.19), and Child-Care Food Program (see p. 4.3). Schools and institutions participating in these programs can request funds with which to buy or rent equipment for the storage, preparation, transportation, and serving of food. The Department of Agriculture (USDA) provides 75 percent of the funds; the remaining 25 percent must come from the state, the institution, or private sources. A school or institution that is particularly needy can be reimbursed for 100 percent of the cost of equipment.

Who Is Eligible?

Schools and institutions participating in the child nutrition programs referenced above are eligible for nonfood assistance. An institution is termed especially needy if more than half of its children are eligible for free or reduced-price meals.

How To Apply

Participating institutions apply to the agency that administers the particular nutrition program in which they are involved.

For Further Information

Regulations and other publications describing the Nonfood Assistance Program can be obtained by writing to the Child and Nutrition Division.

Public Law:
89-642, Child Nutrition Act, as amended by P.L. 94-105
United States Code:
42 USC 1774, 1779
Code of Federal Regulations:
7 CFR Chapter II, Part 230
Catalog of Federal Domestic Assistance:
OMB Number 10.554
Federal Agency:
Child Nutrition Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-8430

Food Donation Program

Purpose

The purpose of this program is to improve the diets of people in need of financial and nutritional assistance.

Services

Food, or sometimes cash instead of food, is distributed to eligible institutions and individuals.

Who Is Eligible?

A. The following individuals are eligible to receive donated foods through this program:

- Women, infants, and children who are found to be financially and nutritionally needy by local health authorities. This program is very similar to the Special Supplemental Food Program for Women, Infants, and Children (WIC) (see p. 4.27), but is much smaller in scope and does not operate in the same geographical area.
- members of eligible families in Indian Reservations and trust territories not served by Food Stamps (see p. 4.15).
- individuals in disaster and emergency areas.

B. Institutions that participate in the following programs may be eligible to receive food donations: National School Lunch Program (see p. 4.19), School Breakfast Program (see p. 4.19), Child-Care Food Program (see p. 4.3), Summer Food Service Program for Children (see p. 4.25), Nutrition Program for the Elderly (see p. 4.21).

In addition, two other types of institutions are eligible:

- nonprofit schools of high school grades and under that have lunch programs but do not participate in the National School Lunch Program;
- nonprofit, noneducational institutions except prisons that do not participate in any of the nutrition programs mentioned above but that do offer feeding operations for needy persons—for example, homes for the aged or hospitals providing long-term care.

How To Apply

A. Women, infants, and children (or their guardians) who wish to receive specified food donations apply to their local approved health authority. Families apply to their local welfare agency. In emergency or disaster areas, distributing centers will be set up to reach eligible individuals.

B. Foods are automatically distributed to institutions participating in the nutrition programs mentioned previously.

Schools and other institutions that do not participate in these nutrition programs apply to the appropriate state agencies. This may be the state education agency, welfare agency, or agency on the aging.

Programs Funded

Within congressionally approved limits, the Department of Agriculture distributes as much food to the states as is necessary to satisfy the demand of approved programs. If sufficient food is not available, the Department provides funds to the states with which to buy remaining necessary food supplies.

Other Issues To Consider

If an individual or agency feels that a decision made against them by a program official is unfair, he or they are entitled to a fair hearing.

For Further Information

The state distribution agencies vary, and can include state welfare agencies, state education agencies, and state agencies on aging. There may be more than one distributing agency per state.

The original intent of this program was to aid farmers with surplus goods. The original legislation has been amended by several laws; the most recent law regarding this program that has an impact on nutrition is P.L. 94-105. For information and regulations about this program, contact the Food Distribution Service.

Public Law:
94-105

United States Code:
42 USC 1766

Code of Federal Regulations:
7 CFR Chapter II, Part 250

Catalog of Federal Domestic Assistance:
OMB Number 10.550

Federal Agency:
Food Distribution Service
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-8386

Food Stamp Program

Purpose

The purpose of this program is to provide low-income and otherwise needy households with the means to purchase food and/or meals.

Services

Food stamps are coupons which are purchased by low-income households to buy food and, in certain instances, meals. The stamps are usually worth substantially more in the grocery store than the eligible household pays for them; they may be used to buy food or food products except alcoholic beverages, tobacco, and pet food.

The elderly can use food stamps to buy meals prepared and delivered by an authorized nonprofit meal delivery service, like meals-on-wheels, or meals served by a communal dining facility for the elderly. People under treatment for alcoholism or drug abuse can use stamps to pay for meals provided by their treatment programs.

States are required to perform outreach activities to ensure the participation of low-income households in the Food Stamp Program, which is in operation in every county in all states as well as the District of Columbia, Puerto Rico, the Virgin Islands, and Guam.

Who Is Eligible?

Food stamps are available to a household, which is defined as a group of people who share common cooking facilities, usually buy food together, and pay for common living expenses with the income and resources of everyone in the group. There can be several households in the same house; one person living alone can also be a household.

A household in which every person is receiving Aid to Families with Dependent Children (AFDC) (see p. 6.25) or other public assistance is automatically eligible for food stamps.

People who receive Supplemental Security Income (SSI) (see p. 6.29) are eligible for food stamps (unless they live in California or Massachusetts which give cash for food instead of stamps) if they live alone or with other SSI recipients, if they live with a public assistance household, or if they live with other people but as a separate household.

The eligibility of most other households is determined by the number of people in the household, the amount of money taken in by the household members in a month, the amount of household money in savings and checking accounts, and the amount of money paid each month for specific eligible expenses.

For example, if a household with four people has under $1,500 in savings and a monthly income of under $567.00 (after allowable deductions, like medical bills), that household is eligible to receive food stamps. The amount of stamps they can buy is determined by household size; this family of four can purchase stamps worth $170.00.

The purchase price for stamps is determined by the total household income after allowable deductions. If this four-person household has a monthly income of $200.00 (after deductions), they must pay $53.00 to receive the $170.00 worth of stamps.

An eligible person can receive food stamps even if he or she:

- is on strike;
- is a legal alien; or
- has just moved to a new jurisdiction.

A person is not eligible for food stamps if he or she:

- already receives food under the Food Donation Program (see p. 4.13); or
- is a student over 18 years old and is claimed as a tax dependent by a household that isn't eligible for food stamps.

For households not receiving SSI or any other type of public assistance there is a work registration requirement. Every able-bodied person between 18 and 65 in a household not receiving SSI or any other type of public assistance (which have their own work registration requirements) must register for work and be willing to accept suitable employment with the following exceptions:

- mothers or other members of the household who must care for either children under 18 or homebound adults;
- students enrolled in school or a training program at least half-time;
- household members who already work over 30 hours each week;
- alcoholics or drug addicts who participate in a treatment program; and
- those who have registered in the Work Incentive Program (see pp. 4.99, 6.19).

The period of eligibility for food stamps varies from one month to a year; most households are certified for three months. Eligibility can be renewed.

How To Apply

All applicants complete an application form and are interviewed by someone from the Food Stamp Office to check various facts on the application form. Some of the following information may be required at the interview:

- pay stubs, copy of social security check, or any other proof of income; and
- proof of allowable expenses, such as rent receipts, utility bills, and medical bills (the Food Stamp Office will tell you what other expenses are allowable).

Most public assistance households apply at their public assistance office in order to receive food stamps.

SSI recipients and other households apply for food stamps at their city or county Food Stamp Office (usually under the city or county department of social services or welfare).

If a person is physically unable to get to the Food Stamp Office, he or she can send a representative or arrange for the Food Stamp Office to send a representative to him or her.

Persons with no income or in emergency situations should tell the Food Stamp Office in order to expedite the application process.

The Food Stamp Office sends an identification card to all eligible people and an authorization-to-purchase (ATP) card once or twice a month. Both of these cards must be presented to the food stamp vendor. Vendor locations vary; the Food Stamp Office will direct an eligible person to the proper location.

Other Issues To Consider

The Food Stamp Act of 1977 was signed into law on September 29, 1977, but the changes that this legislation mandates in the Food Stamp Program are not yet in effect. These changes will not occur until new final regulations have been published for the program and until a supplemental appropriations request has been approved by Congress to cover the cost produced by the changes, which could occur at any time. The major changes incorporated in this legislation are:

- elimination of automatic eligibility of public assistance recipients.
- elimination of the purchase requirement. A household will no longer have to pay to receive food stamps.
- an increase in the amounts of resources allowed.
- the establishment of standard deductions per household, with additional deductions allowed for excessive shelter or child-care costs.

The Food Stamp Office must notify recipients ten days before it plans to take any action against them, like charging more for their allotment. Recipients have 30 days to appeal this decision, but if the appeal is made within ten days after notification, benefits will be continued until the hearing.

If a person is denied stamps, thinks his or her income has been figured incorrectly, or feels he or she was unfairly treated, that person is entitled to a fair hearing. The complainant, or someone speaking on his or her behalf, should ask the Food Stamp Office in writing for a hearing, telling them in what way he or she has received unfair treatment.

A hearing will be scheduled. It is the complainant's right to be able to see any records that might be used in the hearing, to have someone represent him or her, to bring witnesses, to question any witness brought by the Food Stamp Office, and to reply to any arguments presented by the Food Stamp Office.

If a person is denied food stamps and a fair hearing shows that he or she is indeed eligible, that person is entitled to receive all the food stamps he or she should have received from the time of application. If the Food Stamp Office makes a mistake and charges too much for an allotment of stamps, the recipient is entitled to a cash refund for the amount of the overcharge.

Roomers and boarders are not members of a household and so are not eligible for food stamps. There may be any number of roomers (people who pay to sleep in the house) without affecting a household's eligibility for food stamps as long as the household's income, including income from the roomers, does not cause financial ineligibility. Boarders, who pay to eat or to eat and sleep in the home, must pay the food stamp recipient at least as much as the coupon allotment for a one-person household; any amount that they pay over that level must be counted as part of the recipient's income. There cannot be more than two boarders—if there are, the household will be considered a boarding house and will no longer be eligible for food stamps.

For Further Information

Regulations and pamphlets explaining the Food Stamp Program can be requested from the Food Stamp Division.

Public Law:
88-525, Food Stamp Act of 1964, as amended by 91-671

United States Code:
7 USC 2011

Code of Federal Regulations:
7 CFR Chapter II, 270-275

Catalog of Federal Domestic Assistance:
OMB Number 10.551

Federal Agency:
Food Stamp Division
Food and Nutrition Services
Department of Agriculture
Washington, DC 20250
(202) 447-8325

National School Lunch/Breakfast Programs

Purpose

These programs provide nutritious lunches and breakfasts to children enrolled in schools or residential child-care institutions.

Services

While these are two separate programs, they are so similar in services and application procedures that they are described together here.

A. Needy children receive free meals; some children receive meals at a substantially reduced price; all other children get meals at a price that is less than the cost of preparing it.

B. Nonprofit schools and other child-care institutions are reimbursed for all or a portion of the cost of lunches and breakfasts served to attending children. Each meal must meet standards set up by the Food and Nutrition Service of the Department of Agriculture (USDA), which administers this program. A lunch must include milk, a portion of protein-rich food, two vegetables or fruits, and bread. A breakfast must include milk, vegetable or fruit juice or fruit, and bread or cereal.

C. Another service of this program is commodity donations to participating institutions. The institutions receive either food or cash—currently about 12 cents in value for each lunch and three cents for each breakfast. Every year each state decides if it would rather receive food or cash from USDA; all of the institutions in a particular state get only food or cash, depending on the state's decision.

In most states, the state educational agency is in charge of these programs. In some states, however, it is against the law for educational agencies to handle money for noneducational programs; in those states, the School Lunch and Breakfast Programs are administered by the Food and Nutrition Service Regional Office (FNSRO). The FNSRO's do not disburse food for these programs—if a state's programs are administered by an FNSRO, they will automatically receive cash instead of food.

D. The National School Lunch and Breakfast Programs also provide "nonfood assistance" (see p. 4.11) in the form of money given to the institutions to help them buy or rent equipment to begin, continue, or expand their food service. USDA provides 75 percent of the nonfood assistance money; the rest must come from the state, the institution, or private sources. If a center is particularly needy, however, USDA will provide all the money to buy necessary equipment.

E. Assistance and advice are available to any center on how to establish or expand a food service, prepare a menu, or other related matters.

Who Is Eligible?

A. All children attending participating institutions receive meals at a price that is less than the cost of preparing the meals. Based on their family size and income, some children are eligible to get a reduced-price lunch, costing them no more than 20 cents, and a reduced-price breakfast, costing them no more than 10 cents. Some others can get meals for free. For this program, a child is defined as a senior or under in high school or under 21 years in age.

The family size and income guidelines are established by USDA. The children of any family at or below the poverty level are eligible for free meals by this standard. Each state has the choice of using this standard or using one up to 25 percent higher. Most states choose the higher standard. For example, the USDA standard would require that the children of a five-person family with an income under $6,550 are eligible for free meals. States are allowed to extend that eligibility to a family with an income that is less than $8,190.

The children of a five-person family with an income that is between this lower level and $12,770 (95 percent above the poverty level) are eligible for reduced-price meals.

An institutionalized child is considered a family of one and his or her need is determined by any income he or she may receive. Payments to the institution on the child's behalf are not considered part of this income.

A foster child who has been placed in a home on a temporary basis and is the legal responsibility of the welfare agency is also considered a family of one. Payments received from the welfare agency on the child's behalf are considered the child's income when determining his or her eligibility for free or reduced-price meals.

B. Nonprofit schools of high school grades and under and nonprofit residential child-care institutions, such as homes for the handicapped, long-term (over 30 days) care facilities for children in hospitals, or orphanages, are eligible to participate in these programs.

How To Apply

A. At the beginning of each school year, participating schools must distribute a notice to all families describing the eligibility standards for free and reduced-price meals, how a family can apply for these benefits if eligible, how a family can appeal a decision not to grant them free or reduced-price meals, and the nondiscrimination policy of the program. The family fills in a simple application with information on family size and income and returns it to the school or institution.

B. Schools, school districts, and child-care institutions apply directly to the state education agency or FNSRO. All participating institutions must submit to the state agency or FNSRO and to parents a reduced-price policy statement. This statement is a guarantee that eligible children will receive free or reduced-price meals and that eligible children will not be singled out or discriminated against.

Institutions submit a claim for payment and are reimbursed on a monthly basis. They receive 71.5 cents for every free lunch served, 61.5 cents for every reduced-price lunch, and 13 cents for every full-priced lunch. Free breakfasts are reimbursed at 36.5 cents, reduced-price breakfasts at 30 cents, and full-price breakfasts at 10.5 cents. Needy schools can also apply for higher rate of reimbursement.

Institutions apply to the state agency or FNSRO for nonfood assistance. Since each state has a set amount of these funds, the state determines how to distribute this money on the basis of the relative need of each applicant.

In the commodity part of this program, participating institutions receive food, or cash instead of food if that is the state's decision, without applying.

Other Issues To Consider

Should any questions arise regarding a child's eligibility for free or reduced-price meals, the family can request a hearing from the institution. The family has the right to examine all related records, to be assisted or represented by another person, to have the hearing within a reasonable and convenient time period, to question any testimony or evidence introduced against them, and to have the hearing conducted by an official who did not participate in making the decision under appeal.

For Further Information

At the state level, contact the state education agency or the FNSRO for your region for information and applications. For regulations and pamphlets entitled "Child Nutrition Programs" and "Handbook for Volunteers: Child Nutrition Programs," contact the Food and Nutrition Service.

National School Lunch Program:

Public Law:
79-396, National School Lunch Act of 1946, as amended by P.L. 94-105

United States Code:
42 USC 1751-60, 1799

Code of Federal Regulations:
7 CFR Chapter II, Part 210

Catalog of Federal Domestic Assistance:
OMB Number 10.555

School Breakfast Program:

Public Law:
89-642, Child Nutrition Act, as amended by P.L. 94-105

United States Code:
42 USC 1779

Code of Federal Regulations:
7 CFR Chapter II, Part 220

Catalog of Federal Domestic Assistance:
OMB Number 10.553

Federal Agency:
Child Nutrition Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-9081

Nutrition Program for the Elderly

Purpose

This program provides inexpensive, nutritionally sound meals to the elderly.

Services

A. Participating individuals receive for free or at a reduced price at least one hot meal a day, five days a week, which provides at least one-third of the recommended daily dietary allowance. These meals are served at a central location, but meals can be delivered to a regular participant who is temporarily homebound.

In addition, up to 20 percent of the program's funds are available for supportive services. An outreach service is operated to identify and contact needy elderly individuals in the community. Escort and transportation services are offered to get participants to the project sites. The following services are also provided at project sites to the extent that they are not available and accessible elsewhere to participating individuals:

- information and referral services;
- health and welfare counseling services;
- nutrition education;
- shopping assistance; and
- recreation activities.

B. Local participating agencies are given funds and technical assistance by the state for program operation and administration. In addition, surplus food, or cash instead of food, is distributed to participating centers.

C. Funds are distributed to states by the Department of Health, Education, and Welfare (DHEW) according to the size of their population that is 60 years old or over. Federal funds must be matched by states on a 90-10 ratio. In other words, a state must provide $100,000 for every $900,000 in federal money. Surplus food distributed to the states under the Food Donations Program (see p. 4.13) is available for use in this program.

Who Is Eligible?

A. Individuals who are 60 years of age and over and their spouses who live in an area served by a participating program are eligible for the benefits of this program.

B. Public and nonprofit agencies, institutions, and organizations are eligible to receive funds and foods in this program. Project areas cannot overlap; an elderly population can only be served by one organization. Examples of project sites include schools, churches, community centers, senior centers, and public housing sites.

How To Apply

A. Eligible individuals do not have to go through an application process. They simply contact the local agency participating in the Elderly Nutrition Program. Although centers suggest a payment for meals, each individual determines what price, if any, he or she is capable of paying for the meal.

B. Local agencies apply to the state agency on aging. To be funded, they must agree to provide necessary support services, coordinate activities with other related programs, serve 100 meals daily (rural projects can be excepted from this), and receive approval from the local government.

C. States apply for this program by submitting a state plan to the regional commissioner of the Administration on Aging of DHEW. The plan is basically a statement of commitment to carry out the program according to prescribed regulations.

Programs Funded

Priority is given to funding projects serving rural and urban areas with large elderly populations.

Other Issues To Consider

States must provide an opportunity for fair hearing to any person whose application has been denied.

Each project must have a project council; at least half of the council members must be actual consumers of the project's nutritional services. The council helps determine menus, establishes suggested meal fees, and approves hours of operation.

Two important proposals have been made for legislation that would affect this program. One proposal is to extend the program benefits to the handicapped children of participants. The other proposal is to fund federally a program for home delivery of meals to the aged and the disabled.

For Further Information

Regulations and other information regarding this program can be obtained from the Administration on Aging.

Public Law:
89-73, The Older Americans Act, as amended.

United States Code:
42 USC 3001 et seq.

Code of Federal Regulations:
45 CFR Chapter IX, Part 909

Catalog of Federal Domestic Assistance:
OMB Number 13.635

Federal Agency:
Administration on Aging
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 245-0547

Special Milk Program for Children

Purpose

This program provides milk for children.

Services

Needy children receive free milk and all other children receive milk at a reduced cost in participating institutions.

Nonprofit schools and other nonprofit institutions devoted to the care and training of children are reimbursed for all or a portion of the cost of every half-pint of milk served to attending children.

Who Is Eligible?

A. All children attending participating institutions receive milk at a reduced price. Needy children receive milk for free. For this program, a child is defined as a senior or under in high school, or under 21 years old. All children receiving free meals under the School Breakfast Program, the National School Lunch Program (see p. 4.19), or the Child Care Food Program (see p. 4.3) are eligible for free milk under this program. The same family size and income criteria are used to determine need in the Special Milk Program as in these other programs.

An institutionalized child is considered a family of one and need is determined according to any income he or she may receive. Payments to the institution on the child's behalf are not considered part of this income.

A foster child who has been placed in a home on a temporary basis and is the legal responsibility of the welfare agency is also considered a family of one. Payments received from the welfare agency are considered the income of this child when determining his or her need. A foster child who is permanently placed in a home is considered part of the family, and so need is determined by examining family size and income.

B. Nonprofit schools of high school grades and under and nonprofit nursery schools, child-care centers, settlement houses, summer camps, and similar institutions devoted to the care and training of children are eligible to participate in this program.

How To Apply

A. At the beginning of each school year, participating schools must distribute a notice to all families describing the eligibility standards for free milk and meals, how a family can apply for these benefits if eligible, how a family can appeal a decision not to grant them free milk or meals, and the nondiscrimination policy of the program. The family fills in the required information on family size and income and returns it to the school or institution.

B. Schools, school districts, and child-care institutions apply directly to the state education office or, in some cases, the Food and Nutrition Service Regional Office. The applications require basic information about the institution's size, operating schedules, and existing milk program. They must agree to keep records on children served and milk consumed.

The institutions submit a monthly claim for reimbursement. They are reimbursed the full price of milk served to needy children (not counting milk served as part of a free meal under any other child nutrition program), and are reimbursed a set amount for all other milk served to children—at this time, six cents per half-pint.

Programs Funded

Each year, Congress appropriates a set amount of funds for this program. As soon as possible, 60 percent of these funds are distributed to the states, based on the portion of the total funds each state used in the previous fiscal year. An additional 39 percent of the funds are distributed at a later time, based on the projected need of each state. One percent is kept by the Food and Nutrition Service as a contingency fund. This procedure ensures that all participating schools and institutions will be reimbursed at some level for their milk purchases.

Other Issues To Consider

Legislation currently in Congress proposes that this program not be allowed to operate at institutions where the National School Lunch Program, School Breakfast Program, or Child-Care Food Program operates.

A family can appeal a decision of noneligibility by their school or institution. A school official can challenge the continuing eligibility of any child receiving free milk. In both cases, a hearing is set up within a reasonable time that is convenient to the family. The family can be assisted by another person, can examine any relevant records, can present their own testimony and evidence, can question any testimony introduced against them, can be assured that the final decision is made by a person not involved in the first decision, and can receive a written decision.

For Further Information

For regulations and further information about this program, contact the Child Nutrition Division.

Public Law:
89-642, Child Nutrition Act, as amended by P.L. 93-150

United States Code:
42 USC 1771, 1779

Code of Federal Regulations:
7 CFR Chapter II, Part 215

Catalog of Federal Domestic Assistance:
OMB Number 10.556

Federal Agency:
Child Nutrition Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-7313

Summer Food Program for Children

Purpose

This program improves the nutrition of children.

Services

A. All children attending programs participating in the Summer Food Service Program for Children receive meals for free.

B. Nonprofit, nonresidential institutions and residential summer camps, i.e. "sponsors" of this program, are reimbursed totally for meals served to attending children. The Food and Nutrition Service of the U.S. Department of Agriculture (USDA), which administers this program, views the Summer Food Service Program for Children as a substitute for the National School Lunch and School Breakfast Programs (see p. 4.19). It is designed to provide continuity in serving well-balanced meals to children on school vacations over 15 days in duration.

Meals served must meet standards set up by USDA. For instance, a lunch or supper must include milk, a portion of protein-rich food, two portions of vegetables or fruit, and bread.

C. A minor part of this program is commodity donation (see p. 4.13). Sponsors who prepare their food on-site rather than having meals delivered from a food service or from school facilities can have food given to them by the state as well as being reimbursed for each meal served.

D. "Start-up" funds* are available to sponsors. This money can be used to set up the food service program each year. Up to one percent of the funds that the sponsor estimates will be used during the entire food program can be received before the program begins for start-up use; this money is deducted from later payments the sponsor receives.

E. Each state agency and Food and Nutrition Service Regional Office provides help and advice to any sponsor as needed.

Who Is Eligible?

A. All children attending programs run by participating sponsors receive free meals. For this program, a child is 18 years old or younger.

B. Nonresidential, nonprofit institutions and residential nonprofit summer camps that conduct regularly scheduled programs for children are eligible to participate in this program if one-third or more of the children either enrolled in the sponsor's program or living in the geographic area served by the sponsor's program come from needy families. For this program, a needy family is one that has children who are eligible for free or reduced-price meals under the National School Lunch and School Breakfast Programs. This means that, for the family's size, their income is below 195 percent of the poverty level. For example, a five-person family with an income under $12,770 would be considered needy.

Sponsors might include recreation departments, schools, civic groups, or summer camps.

In addition, the sponsor must have the ability to administer the program, to serve food at the program site, and to hold training sessions for its personnel on program duties and responsibilities.

Sponsors that have meals supplied through a contracted meal service are eligible for reimbursement if the meals meet the established USDA standards and if proper health and food storage standards are observed.

How to Apply

A. Children attending programs benefiting from the Summer Food Service Program for Children are automatically eligible for free meals. While they do not have to apply, in some cases the family may be asked to provide family size and income information.

B. An institution, camp, or program applies to the appropriate state agency—usually the state education agency. In states that don't have an agency to administer this program, it is supervised by the Food and Nutrition Service Regional Office (FNSRO). The application includes a description of an organized system of serving meals, the types of meals to be served (breakfast, lunch, snacks, supper) and times of service, arrangements for healthful delivery and storage of meals, arrangements for food service in inclement weather, the geographical area to be served by the sponsor, and the extent to which the site has a needy population or documentation that one-third of the children who will be in attendance are needy.

A sponsor may operate more than one site but must submit an application for each site. Sponsors are reimbursed at least monthly during their period of operation; they may be paid in advance based on their estimates, with final adjustments made at the end of operations.

Programs Funded

The main users of the Summer Food Service Program for Children are urban recreation programs.

Other Issues To Consider

A sponsor can appeal a decision of noneligibility or a refusal for advanced payments. Each state agency sets up an appeal procedure and must inform all applicants how to get a review of any action by an official other than the one who made the original decision.

For Further Information

At the state level, contact the state education agency or the FNSRO for your region for information and applications. For regulations and a pamphlet entitled "Summer Food Service Programs for Children," contact FNSRO.

Public Law:
79-396, National School Lunch Act, as amended by P.L. 94-105

United States Code:
42 USC 1771 et seq.

Code of Federal Regulations:
7 CFR Chapter II, Part 225

Catalog of Federal Domestic Assistance:
OMB Number 10.559

Federal Agency:
Child Nutrition Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-9072

WIC

Special Supplemental Food Program for Women, Infants, and Children

Purpose

This program provides supplemental food to pregnant and nursing women, infants, and children.

Services

A. Supplemental foods or vouchers with which to purchase specified foods are distributed to nutritionally needy children (up to five years old), infants, and pregnant and nursing women. Children and women receive milk and/or cheese, eggs, iron-fortified cereal, and fruit or vegetable juice; infants are given iron-fortified formula, iron-fortified cereal, and fruit juice. Local agencies also provide these recipients with nutrition education.

B. Local agencies receive money to buy the foods for distribution or to reimburse food vendors for vouchers they have received, and to cover administrative costs, including those of providing the nutrition education.

Who Is Eligible?

A. Pregnant, nursing and postpartum women, infants, and children up to five years old are eligible for supplemental food under this program if they are:

- residents of an area served by a local participating agency; and
- people in a state of nutritional risk due to inadequate income and nutritional need.

Income is considered inadequate if the applicant is eligible for free or reduced-price health care at the local agency. In addition, states may set up their own income standards of eligibility.

The nutritional need of each applicant is determined by a staff member of the local agency. Newborn infants (up to six months) of participants are automatically eligible for WIC benefits and do not have to have their nutritional need determined.

Pregnant women are eligible for WIC benefits for the entire term of pregnancy. Postpartum women must be certified within six weeks of the termination of pregnancy, and they remain eligible for six months. Nursing mothers must be certified within six weeks of delivery and be recertified at six months; they remain eligible until one year after delivery. Infants and children must be recertified every six months.

B. Nonprofit health or welfare organizations with the ability to provide competent health professionals, facilities, and equipment necessary to certify individuals for the program are eligible for participation in WIC. Agencies may provide the medical services by contracting with another health agency or with a private physician.

C. State health or welfare agencies generally administer this program. In addition, the program can be administered by a recognized Indian tribe, band, or group, or by the Indian Health Service of the Department of Health, Education, and Welfare.

How To Apply

A. Eligible individuals apply for WIC benefits at approved local health facilities.

B. Local agencies that wish to participate in WIC submit an application to the administering state agency. The application requires a description of the health personnel, facilities, and equipment available at the local agency as well as an assurance that health services will be available for program recipients.

C. While state agencies need not go through a formal application process initially to become eligible for funds, to remain eligible they must submit an annual state agency plan of management and operation to the Food and Nutrition Service, Department of Agriculture, which administers the program.

Programs Funded

WIC operates in every state with the exception of Wyoming and the District of Columbia.

Other Issues To Consider

All individual recipients and local agencies have the right to a fair hearing if they feel a decision by WIC program officials to deny benefits is unfair.

If eligible, food stamp (see p. 4.15) recipients can receive supplemental food or vouchers under the WIC program.

For Further Information

Regulations and other publications describing the program can be obtained by writing to the Special Supplemental Food Division.

Public Law:
89-642, Child Nutrition Act, as amended by P.L. 94-105

United States Code:
42 USC 1786

Code of Federal Regulations:
7 CFR Chapter II, Part 246

Catalog of Federal Domestic Assistance:
OMB Number 10.557

Federal Agency:
Special Supplemental Food Division
Food and Nutrition Service
Department of Agriculture
Washington, DC 20250
(202) 447-8421

Freedom from Environmental Barriers

Overview

Architectural and Transportation Barriers Compliance Board
Section 502

Building Code Assistance to States

Removal of Architectural Barriers from Federal Buildings

Tax Deduction for Removal of Architectural Barriers

Freedom from Environmental Barriers Overview

Service Need Definition: Services to guarantee freedom from environmental barriers are aimed at making streets, walkways, buildings, transportation, and other facilities as usable by people with disabilities as by nondisabled people.

The concept of a barrier-free environment is a relatively recent one, and is still evolving. Initially this concept was applied to facilities designed to serve the handicapped, such as rehabilitation centers. In the 1960's, however, it was broadened to include other facilities intended for public use. In the past few years as a part of the handicapped civil rights movement, access to the total society has come to be considered a right of all handicapped people.

Led by the President's Committee on Employment of the Handicapped and many organizations of and for the handicapped, the campaign during the 1960's resulted in passage of the Architectural Barriers Act of 1968 (Public Law 90-480) which required all buildings constructed or substantially renovated with federal funds to be barrier-free. The program for Removal of Architectural Barriers from Federal Buildings, described in this section, represents the General Services Administration's efforts to comply with this law.

In response to the inadequacy of implementation of this legislation, Congress enacted Section 502 of the Rehabilitation Act of 1973 (Public Law 93-112) creating the Architectural and Transportation Barriers Compliance Board (ATBCB), also described in this section. While ATBCB's authority rests primarily with federal and federally supported properties, it has informational and promotional functions with respect to nonfederal facilities—for example, "Access America," a promotional program including a film and other materials, falls under ATBCB's domain.

Recently the thrust toward removal of barriers has focused in two directions. The first has been the encouragement of local and state governments to add barrier-free requirements to building codes. To this end, Building Code Assistance to States, another program described in this section, is offered by the National Bureau of Standards.

The second recent effort has been to include nondiscrimination provisions pertaining to the handicapped in federal laws which do not address the handicapped as their primary target group. Two important examples of such legislation are the National Mass Transportation Assistance Act of 1974 (Public Law 93-503) and the State and Local Fiscal Assistance Act (Revenue-Sharing) Amendments of 1976 (Public Law 94-488). If properly implemented, these and other antidiscrimination provisions will eliminate barriers from a substantial segment of the total national environment.

Funds for the elimination of environmental barriers are available from a variety of federal sources. Barrier removal is a permissible activity under the Community Development Block Grant Program (see p. 4.41). A number of other programs such as the Farmers' Home Administration Section 502 and Section 504 (see pp. 4.43, 4.45) can support the removal of barriers to improve access for people who are eligible for those programs.

A new tax incentive program, Tax Deduction for Removal of Architectural Barriers, is also discussed in this section. Under the Tax Reform Act of 1976 (Public Law 94-455), a tax deduction of up to $25,000 per taxpayer is allowed for expenses incurred in removing architectural or transportation barriers in their businesses. Advocacy groups should consider informing businesspeople and landlords in their communities of the existence of this provision. Advocates should also keep in mind that barriers can appear in the areas of attitude, procedure, communication, and transportation as well as architecture.

Architectural and Transportation Barriers Compliance Board

Section 502

Purpose

The purpose of this program is to ensure environmental accessibility for the handicapped as required by the Architectural Barriers Act of 1968.

Services

The Architectural and Transportation Barriers Compliance Board (ATBCB) is primarily charged with assuring compliance with the standards of accessibility required by the Architectural Barriers Act of 1968 (Public Law 90-480), as amended. The Board is also responsible for initiating investigations into the nature of architectural and attitudinal barriers confronting the handicapped, particularly with respect to public buildings and monuments, parks and park lands, public transportation systems, and residential and institutional housing. In addition, the ATBCB is mandated to explore ways in which travel expenses to and from work can be met or subsidized as needed for the disabled and to study the housing needs of the handicapped. The ATBCB coordinates the activities of governmental agencies concerned with removal of architectural and transportation barriers. Agencies represented on the ATBCB include the Department of Health, Education, and Welfare, Department of Transportation, Department of Labor, General Services Administration, Department of the Interior, Department of Defense, Veterans Administration, U.S. Postal Service, and Department of Housing and Urban Development.

Who Is Eligible?

Any individual who feels a building is inaccessible is eligible to file a complaint with the ATBCB.

How To Apply

If you have a complaint about an inaccessible building, write to the ATBCB. Only written complaints are accepted. Give your name and address, a description of the problem, the location of the facility, the name and telephone number of the person responsible for the building, names of the building owner and tenant, and the name of the federal agency involved. Complaints should be addressed to the Executive Director of the Architectural and Transportation Barriers Compliance Board.

Other Issues To Consider

Problems which "appear" to be covered by the Architectural Barriers Act should also be brought to the Board's attention, since it may be able to suggest solutions or provide referrals to other agencies or organizations.

For Further Information

Regulations and other publications relating to this program can be obtained by writing the Architectural and Transportation Barriers Compliance Board.

Public Law:
93-112, Rehabilitation Act of 1973, Section 502

United States Code:
29 USC 701 et seq.

Code of Federal Regulations:
36 CFR 1150

Catalog of Federal Domestic Assistance:
Not listed

Federal Agency:
Architectural and Transportation
Barriers Compliance Board
Department of Health, Education, and Welfare
Switzer Building
Washington, DC 20201
(202) 245-1591

Building Code Assistance to States

Purpose

This program provides information and technical assistance to the states on building codes.

Services

The National Bureau of Standards (NBS) of the Department of Commerce provides advisory and counseling services and technical information to the states concerning building codes. Building code information is collected from each state and distributed nationally, advisory services and staff support are provided to states on request, and staff support is provided for the National Conference of States on Building Codes and Standards (NCSBCS). This is strictly an informational service and does not entail any enforcement powers. A primary value of this service to those states constructing any type of facility to serve the developmentally disabled is that the NBS can provide information on required and suggested standards for construction.

Who Is Eligible?

State governments and their subdivisions and, generally, the state agency which develops building code standards are eligible for assistance.

How To Apply

Information and assistance from the NBS are available to state government officials, upon request.

Other Issues To Consider

State and local building codes are generally beginning to include barrier-free design standards. Those interested in this area might encourage their state government to request information about what other states have done as background in developing barrier-free legislation.

For Further Information

Regulations and other publications relating to this program can be obtained by writing Chief, Office of Building Standards and Code Services, Center for Building Technology.

Public Law:
National Bureau of Standards Organic Act, as amended by P.L. 56-177.

United States Code:
15 USC 271, et seq.

Code of Federal Regulations:
Not listed

Catalog of Federal Domestic Assistance:
OMB Number 11.600

Federal Agency:
Center for Building Technology
National Bureau of Standards
Department of Commerce
Washington, DC 20234
(202) 921-2776

Removal of Architectural Barriers from Federal Buildings

Purpose

This program ensures that certain federally funded buildings are accessible to physically handicapped employees and visitors.

Services

The General Services Administration (GSA) is the agency which constructs, renovates, purchases, and leases most buildings which house civilian government agencies. GSA is responsible for setting standards of barrier-free design, and for assuring that newly constructed or substantially renovated buildings comply with those standards as required by the Architectural Barriers Act of 1968. In addition, subject to availability of funds, GSA attempts to remove barriers in existing facilities where a specific need exists—for example, if there is an accessibility problem for a specific handicapped employee. No identifiable administrative unit within GSA is principally responsible for the administration of this program. Architects in the central office in Washington, DC, however, are quite knowledgeable concerning barrier-free design, and regional and local staff have information resources to which they can refer as problems arise.

Who Is Eligible?

Any citizen who believes that a building does not comply with the law may file a complaint. Also, any citizen may request that a barrier be removed from an existing facility.

Federal agencies may request technical assistance in barrier removal from GSA.

How To Apply

Requests for barrier removal should be made to the building manager of the facility concerned. If the problem cannot be solved by the local building manager, it can be referred to the regional office. Complaints may be filed by letter to the regional director or the administrator of GSA in Washington, DC.

Programs Funded

Newly constructed or substantially renovated buildings must be free of barriers; any related expenses must be covered in the budget. Barriers in existing facilities are handled differently according to their scope. Small barrier removal projects can often be accomplished on the sole authority of the building manager by the building maintenance staff. For larger projects, funds must be provided by GSA or by the agency which occupies the building.

No funds are specifically appropriated for this program. It is considered part of GSA's operational responsibility and is therefore operated out of general agency funds.

Other Issues To Consider

Barriers in federal facilities constructed, substantially renovated, or acquired since 1968 probably are in violation of the law, and you should make a written complaint to the regional director of GSA or to the administrator of GSA in the Washington, DC, headquarters. If GSA does not deal satisfactorily with the complaint, contact the Architectural and Transportation Barriers Compliance Board.

No specific compliance mechanism exists for removing barriers which are not covered by the Architectural Barriers Act—for example, buildings constructed before the law was enacted in 1968 or buildings on military bases. If, however, you request the removal of a barrier in such a building and the building manager or the GSA denies your request, inform GSA and the tenant agency of the federal government's commitment to equal access for the handicapped to government programs under Sections 502 and 504 of the Rehabilitation Act of 1973. While this doesn't have the strength of legal recourse, making your complaint known in relation to Sections 502 and 504 can be effective.

For Further Information

Regulations and other publications regarding this program can be obtained by writing the General Services Administration Regional or Headquarters Office.

Public Law:
90-480, Architectural Barriers Act of 1968

United States Code:
42 USC 4151-4156

Code of Federal Regulations:
41 CFR 101-119.6

Catalog of Federal Domestic Assistance:
Not listed

Federal Agency:
General Services Administration
18th and F Sts., NW
Washington, DC 20405
(202) 566-0145

Tax Deduction for Removal of Architectural Barriers

Purpose

This program attempts to make facilities and public transportation vehicles more accessible for use by handicapped or elderly individuals.

Services

A tax incentive is provided to the owner of the facility or vehicle for the removal of architectural barriers.

Section 190 of the Tax Reform Act of 1976 provides that a taxpayer can deduct up to $25,000 from his taxes each year to cover the costs of removing architectural barriers from his facilities or public transit vehicles. This program began in 1977 and continues through 1979.

Only expenses that are directly connected to the removal of architectural and transportation barriers can be counted. This does not include any part of an expense connected with the construction or comprehensive renovation of a facility or public transit vehicle or the normal replacement of property that has deteriorated. Examples of allowable deductions include the cost for walks, parking lots, ramps, toilets, stairs, doors and doorways, water fountains, public telephones, and elevators.

Who Is Eligible?

Any taxpayer who provides better accessibility for the elderly or handicapped by removing barriers in facilities or public transit vehicles that are connected with his or her business is eligible for the tax deduction.

How To Apply

To qualify for the deduction, the taxpayer must be able to prove to the Internal Revenue Service (IRS) that barriers were removed from his or her facility or transit vehicle. The cost of the changes are deducted on the taxpayer's income tax return for the year in which the alterations were made. The taxpayer must keep records of the costs and dates of the changes in facilities or vehicles.

For Further Information

Regulations and other publications relating to the program can be obtained by writing to the Internal Revenue Service.

Public Law:
Internal Revenue Act of 1954, as amended by P.L. 94-455
United States Code:
26 USC
Code of Federal Regulations:
42 CFR 6
Catalog of Federal Domestic Assistance:
Not listed
Federal Agency:
Internal Revenue Service
1111 Constitution Avenue, NW
Washington, DC 20224
(202) 566-5000

Housing

Overview

Community Development Block Grants—Title I

FmHA Section 502
Rural Home Ownership Loans

FmHA Section 504
Rural Home Repair Loans and Grants

FmHA Section 515
Rural Rental Housing Loans

HUD Section 8
Rent Subsidies for Low-Income Families

HUD Section 106(b)
Seed Money Loans to Private Sponsors

HUD Section 202
Housing for the Handicapped and Elderly

HUD Sections 221(d)(3) and (4)
Mortgage Insurance for Rental Housing for Low- and Moderate-Income Families

HUD Section 231
Mortgage Insurance Program for Rental Housing for the Handicapped and Elderly

HUD Section 232
Nursing Homes and Intermediate Care Facilities Mortgage Insurance

HUD Section 235
Home Ownership for Low-Income Families through Interest Subsidy and Mortgage Insurance

HUD Section 237
Mortgage Insurance for Special Credit Risks

Low-Income Public Housing
Acquisition, Turnkey, and Conventional Production

Mobile Home Loan Insurance

Housing Overview

Service Need Definition: Housing services are aimed at providing a wide variety of assistance related to living arrangements.

The task of ensuring that all citizens have decent homes and communities receives considerable attention from federal, state, and local governments. At the federal level, the leadership role is taken by the Department of Housing and Urban Development (HUD) with the Farmers' Home Administration (FmHA) of the Department of Agriculture occupying a lesser but still important role, along with the Office of Revenue Sharing in the Department of the Treasury. As the federal government shifts emphasis from funding categorical programs, such as Urban Renewal and Model Cities, toward relatively unrestricted block grants and revenue sharing*, state and local entities, such as public housing authorities, are becoming central in the process of improving housing and urban conditions.

This section contains descriptions of some of the most crucial programs which can be used by local organizations through advocacy or actual sponsorship to make available a range of residential alternatives to satisfy the housing needs of developmentally disabled people.

Community Development Block Grants—Title I does not directly provide housing but it provides funds to initiate the overall planning process in response to local community housing needs. Organizations concerned with housing for disabled people should participate in this planning effort. Most of the other HUD programs described in this section provide for the purchase, lease, renovation, or construction of housing units through rent or interest subsidies, direct loans, or insurance against default for loans made by other lenders. The most important of these programs are:

- HUD Section 8—rent subsidies for low-income families;
- HUD Section 202—loans to sponsors to provide housing for the handicapped and elderly; and
- Low-Income Public Housing—loans to public housing authorities to enable them to continue charging low rents.

FmHA sponsors three important loan programs to provide housing for residents of rural areas:

- FmHA Section 502—loans to families to build, buy, or repair homes;
- FmHA Section 504—loans to homeowners to make essential repairs to their homes; and
- FmHA Section 515—loans to sponsors to provide low-cost rental housing.

Groups wishing to advocate housing for developmentally disabled people should become well acquainted with and involved in their local and state housing and community development planning agencies. They should try to ensure that the needs of these people are addressed in the local Housing Assistance Plan (HAP), if one exists, and in the construction of any publicly assisted housing. Surveys of the local housing market should be conducted along with education campaigns to inform owners of rental property of the housing needs of the handicapped and the tax deductions now available for removal of architectural barriers (see p. 4.37).

Groups interested in sponsoring housing should also investigate financing possibilities through HUD, FmHA, state housing finance agencies, or private sources. They should seek funding that will cover both housing and the supportive services necessary to enable many of the disabled to live in the community. Since most service-funding sources do not pertain to the housing unit but to the occupant, it is very important to determine the eligibility of each occupant for the various service programs. Among these are Title XX—Social Services (see p. 4.93), Medicaid—Title XIX (see p. 5.23), Vocational Rehabilitation—Basic Support (see p. 7.9), Developmental Disabilities—Basic Support (see p. 7.3), Supplemental Security Income (SSI) (see p. 6.29), Aid to Families with Dependent Children (see p. 6.25), and the Food Stamp Program (see p. 4.15).

Community Development Block Grants—Title I

Purpose

The purpose of this program is to develop viable urban communities for persons of low and moderate income.

Services

The Title I, Community Development Block Grant (CDBG) Program is a system of special revenue sharing* with the goals of developing viable urban communities which include decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income. Funds are provided to local governments in the form of formula grants and project grants.

The CDBG Program replaces categorical programs, such as Urban Renewal. The categorical programs awarded grants for specific types of projects, whereas the block grant program allows much more flexibility in the way grant money can be used. Among the permissible uses of these funds is the removal of environmental barriers to the handicapped, such as curb ramping. Also, under the Housing Authorization Act of 1976 (P.L. 94-375), "centers for the handicapped" are explicitly included among the community facilities which can be constructed with block grant money. Certain types of facilities, such as sports arenas, cultural centers, and government buildings, are specifically excluded, as is the construction of new housing.

Who Is Eligible?

The following are eligible for formula grants:

- cities of more than 50,000 population;
- "urban counties," as defined in the act; and
- cities with a population of less than 50,000 which are "central cities" of Standard Metropolitan Statistical Areas (SMSA's) as defined by the Office of Management and Budget.

State and local governments may be eligible for project grants under certain circumstances—such as when harm is done to a community by inequities in the formula grant system, when funds are needed to bridge gaps between the old categorical programs and the Title I formula grant program, or in case of a federally recognized disaster.

How To Apply

Application for both formula and project grants is made to the appropriate Housing and Urban Development (HUD) Area Office. Applications for all Title I funding require an environmental impact statement.* In addition, applications for formula grants must be accompanied by a summary of a three-year community development plan, a one-year community development program, a budget, and a housing assistance plan.

Programs Funded

Basically, block grant funds are provided for projects which would formerly have been funded under the categorical programs, which Title I now replaces. These were: Urban Renewal, Model Cities, Neighborhood Facilities, Open Space Land, Historical Preservation, Urban Beautification, the Basic Water and Sewer Facilities Program, Public Facilities Loans, and Rehabilitation Loans.

Block grants are 100 percent federal dollars with no matching state, municipal, or other funding required.

Other Issues To Consider

The preparation of the community development plan for your community must, by law, include public hearings. To take part in deciding how your local government uses Title I funds, contact your mayor, Governor, or county official and let them know that you wish to be involved in the process.

Although construction of facilities for the handicapped and removal of barriers to them are permissible, they are not required activities. You can point out to local government officials that Sections 502 and 504 of the Rehabilitation Act of 1973 (P.L. 93-112) prohibit discrimination against handicapped persons in any activity receiving federal assistance.

For Further Information

Regulations and other information regarding this program can be obtained by writing to the Community Planning and Development Office at HUD.

Public Law:
93-383, Housing and Community Development Act of 1974, Title I, as amended by P.L. 94-375

United States Code:
42 USC 5301-5317

Code of Federal Regulations:
24 CFR 570

Catalog of Federal Domestic Assistance:
OMB Number 14.218, 14.219

Federal Agency:
Community Planning and Development Office
Department of Housing and Urban Development
451 7th St., SW
Washington, DC 20410
(202) 755-6270

FmHA Section 502

Rural Home Ownership Loans

Purpose

The Section 502 program provides loans to low- and moderate-income rural families to finance the construction, purchase, and repair of homes.

Services

Through the Section 502 program, the Farmers' Home Administration (FmHA) loans money to rural families to buy, build, improve, repair, or rehabilitate rural homes, and to provide adequate water and waste disposal systems. Homes may be built on individual tracts or in subdivisions. Funds may also be used to modernize homes by adding bathrooms, central heating, modern kitchens, and other improvements. Funds may also be used to make homes accessible for the handicapped.

Loans may be made for up to 100 percent of the FmHA-appraised value of the property; the maximum repayment period of the loan is 33 years.

Who Is Eligible?

Families of low or moderate income or senior citizens in rural areas who are without decent, safe housing and are unable to obtain a loan from private lenders on terms and conditions that they can reasonably be expected to meet are eligible for these mortage loans.

Rural areas include open country and places with populations of 10,000 or less that are rural in character and not closely associated with urban areas. Loans may also be made in towns with populations between 10,000 and 20,000 that are outside of standard metropolitan statistical areas if the Secretary of Agriculture and the Secretary of Housing and Urban Development find there is a serious lack of mortgage credit in the area.

Applications received from veterans or spouses and children of deceased servicemen are given preference.

How To Apply

Apply to the supervisor of the FmHA office serving the county where the dwelling is located or will be located. Allow 30 to 60 days for final notification of approval or disapproval of the loan.

For Further Information

Persons interested in this program should write to the FmHA and ask for the pamphlet entitled "Section 502—Rural Housing Loan Policies, Procedures, and Authorizations."

Regulations and other publications relating to the program can be obtained by writing the Farmers' Home Administration in Washington, DC.

Public Law:
Housing Act of 1949, as amended by Section 502 of the Housing and Urban Development Act of 1965 (P.L. 89-117)

United States Code:
42 USC 1480, 1472, Section 310c

Code of Federal Regulations:
7 CFR 1822.1-1822.18

Catalog of Federal Domestic Assistance:
OMB Number 10.410

Federal Agency:
Farmers' Home Administration
Department of Agriculture
Washington, DC 20250
(202) 447-7967

FmHA Section 504

Rural Home Repair Loans and Grants

Purpose

The Section 504 program provides assistance to low-income rural homeowners to make essential repairs to their homes.

Services

Section 504 loans and grants are intended to assist low-income rural homeowners to make essential repairs and improvements to their houses. Sometimes a combination loan and grant is awarded when an elderly applicant (62 years of age or older) has income so low that he or she can repay only a portion of the amount needed for repairs. A grant for the total cost of repairs may also be provided when an elderly applicant has so low an income that he or she could not repay a loan.

Section 504 loans and grants can be used for repairing roofs, installing storm windows, heating systems, and insulation, repairing structural supports, adding a room, or providing sanitary water and waste disposal systems. In addition, this program can be used to make homes accessible to the handicapped.

Section 504 assistance may not be used for new construction of dwellings or for improving their appearance. Homeowners who receive these funds must agree that they will not sell the improved house for three years. The maximum loan, grant, or combination is $5,000.

Who Is Eligible?

Applicants must own and occupy a farm or rural nonfarm tract, be financially ineligible for a Section 502 loan (see p. 4.43), and generally have sufficient income to repay the loan.

How To Apply

Applications are made at the Farmers' Home Administration (FmHA) County Office serving the county where the housing is located. A family contacts the county supervisor who reviews the information submitted by the family and arranges to visit the dwelling. When the application is approved, the applicant is notified by FmHA. The decision usually takes 30 to 60 days.

For Further Information

Potential applicants should obtain "Section 504 Rural Housing Loan Policies and Authorization" and "Rural Housing Repair Loans" from the FmHA.

Public Law:
81-171, Housing Act of 1949, as amended by Section 504 of the Housing and Urban Development Act of 1965 and the Demonstration Cities and Metropolitan Development Act of 1966 (P.L. 89-754).

United States Code:
42 USC 1474

Code of Federal Regulations:
7 CFR 1822.21-1822.33

Catalog of Federal Domestic Assistance:
OMB Number 10.417

Federal Agency:
Farmers' Home Administration
Department of Agriculture
Washington, DC 20250
(202) 447-7967

FmHA Section 515

Rural Rental Housing Loans

Purpose

This program helps to provide low-cost rental housing for rural residents.

Services

The Farmers' Home Administration (FmHA) makes loans to provide rental housing in rural areas for persons with low and moderate incomes, and for those 62 years of age and older. Loans are made to build, purchase, or repair apartments or similar multifamily dwellings in open country and in communities with up to 20,000 people. The housing must be modest in size, design, and cost, but adequate to meet the tenants' needs.

Funds may be used to buy and improve land on which buildings are to be located, provide streets, water, and waste disposal systems, supply appropriate recreation and service facilities, install laundry facilities and equipment, and develop sites, including landscaping, foundation planting, and construction of walks. Funds may not be used for group homes or nursing homes, special care facilities, or other institutional types of housing.

Who Is Eligible?

Projects funded by this program can be occupied by families with low and moderate income and senior citizens without regard to income.

Individuals, public, nonprofit, or profitmaking corporations, public agencies, and consumer cooperatives are eligible to apply for loans through this program.

How To Apply

A person should contact the nearest FmHA office to find out about available housing in his or her area.

An organization should visit the FmHA county supervisor in the area in which the housing is to be located and discuss how to apply for a loan. The sponsor needs to hire an architect as a consultant for the project; a written contract for architectural and engineering services will be required by FmHA.

Other Issues To Consider

The Section 515 program is often used in conjunction with the Section 8 program (see p. 4.49). Section 8 provides additional subsidies for rural families who are unable to afford FmHA-subsidized rent from their own resources.

Section 515 can finance congregate housing for the elderly and handicapped, according to the Housing and Community Development Act of 1977.

For Further Information

Interested persons should obtain a copy of the pamphlet "Rural Rental Housing Loan Policies, Procedures and Authorizations" from the FmHA central office. Regulations and other publications can be obtained from the same office.

Public Law:
81-171, Housing Act of 1949, Section 515, as amended

United States Code:
42 USC 1485,149a

Code of Federal Regulations:
7 CFR 1822.81-1822.97; 1822.231-1822.237

Catalog of Federal Domestic Assistance:
OMB Number 10.415

Federal Agency:
Farmers' Home Administration
Department of Agriculture
Washington, DC 20250
(202) 447-7967

HUD Section 8

Rent Subsidies for Low-Income Families

Purpose

This program provides safe, sanitary housing for rental by low-income families.

Services

The Department of Housing and Urban Development (HUD), or a local housing authority to which HUD has delegated Section 8 contract authority, makes rent subsidy payments in the Section 8 Program. They pay approved housing sponsors to make up the difference between rent monies paid to the sponsors by eligible low-income tenants and the fair market rental* cost of the unit that the eligible tenants inhabit. Eligible tenants are required to pay between 15 percent and 25 percent of their monthly gross income for rent each month.

Who Is Eligible?

To receive Section 8 rental assistance, tenants must have an income that is less than 80 percent of the median income of their geographic area, and:

- be 62 years old or older;
- be disabled or handicapped;
- be displaced; or
- be the surviving member of an eligible family.

Sponsors must be profit or nonprofit private organizations.

How To Apply

People requiring Section 8 rent assistance should apply to their local housing authority or agent.

Organizations that want to sponsor housing with Section 8 assistance should apply to Department of Housing and Urban Development Area Offices. Local housing authorities and HUD Area Offices should also be able to provide information to individuals and potential applicants on Section 8 housing sponsors in their area.

Programs Funded

Rental housing subsidized under Section 8 ranges from clusters of garden apartments to high-rise buildings and from self-contained "independent living" apartments to congregate housing.

Other Issues To Consider

The local government in whose jurisdiction housing proposed for Section 8 assistance is located is given the opportunity to comment on the application. If the local government has an approved Housing Assistance Plan (HAP), it checks the proposed housing for consistency with the HAP.

Section 8 funds do not provide the initial capital cost for construction, purchase, or renovation of housing. This money does, however, guarantee a source of income with which a mortgage may be paid off over a period of up to 40 years. Section 202, Housing for the Handicapped and the Elderly (see p. 4.53), does supply such construction loans and does not operation without the Section 8 Program.

Section 8 rent subisides for an individual or family are not considered as income and so do not affect eligibility for financial assistance programs such as Supplemental Security Income (SSI) (see p. 6.29) or Aid to Families with Dependent Children (AFDC) (see p. 6.25).

If your organization is interested in providing housing with Section 8 subsidies, you should learn as much as possible about your local and state housing programs, and about your locality's HAP, if one exists. You should also contact your state housing finance and development agency, if there is one, to check on its mortgage program and affiliation with Section 8.

For Further Information

Information on the regional application of this program can be obtained by contacting your HUD Regional or Area Office. More information about housing for the handicapped can be obtained by contacting the Office of Independent Living at HUD, Room 9106, 451 7th Street, SW, Washington, DC 20410. (202) 755-7360.

Regulations and other publications relating to Section 8 can be obtained by writing to the Office of Housing at HUD.

Public Law:
Housing Act of 1937, as amended by P.L. 94-375

United States Code:
42 USC 1437

Code of Federal Regulations:
24 CFR 420

Catalog of Federal Domestic Assistance:
OMB Number 14.156

Federal Agency:
Office of Housing
Department of Housing and Urban Development
451 7th Street, SW
Washington, DC 20410
(202) 673-5817

HUD Section 106(b)

Seed Money Loans to Private Sponsors

Purpose

The Section 106(b) program loans funds to nonprofit sponsors of low- and moderate-income housing to cover the costs of the first activities of developing housing.

Services

The Department of Housing and Urban Development (HUD) makes interest-free loans to nonprofit sponsors to cover preconstruction expenses for low- and moderate-income housing. These loans can be for up to 80 percent of the estimated costs; the sponsor must provide the other 20 percent, and must spend it before any federal funds are disbursed.

Expenses covered by this program include organization expenses, legal fees, preliminary site engineering fees, land options, and construction loan fees. The normal loan term is 24 months.

At this time, this program only operates in conjunction with the Section 202 program, Housing for the Handicapped and the Elderly (see p. 4.53).

Who Is Eligible?

Nonprofit organizations that qualify as proposed mortgagee corporations under Section 202 are eligible to apply for Section 106(b) seed loans.

How To Apply

Potential sponsors must arrange a preapplication conference with the Housing and Urban Development Area Office. The sponsor then submits a formal application directly to that HUD office. Approval or disapproval of an application takes from 30 to 60 days.

Programs Funded

Establishing eligibility for this program has been difficult, and so the program has not been widely used. Interest-free loans have been made for up to $50,000.

For Further Information

Regulations and other publications relating to the program can be obtained by writing to the Direct Loan Division at HUD.

Public Law:
90-448, Housing and Urban Development Act of 1968, Section 106(b)

United States Code:
12 USC 1701(x)

Code of Federal Regulations:
24 CFR 271

Catalog of Federal Domestic Assistance:
OMB Number 14.141

Federal Agency:
Direct Loan Division
Department of Housing and Urban Development
451 7th St., SW
Washington, DC 20410
(202) 755-6528

HUD Section 202

Housing for the Handicapped and Elderly

Purpose

This program provides direct loans to nonprofit organizations to finance the construction or substantial rehabilitation of rental housing for handicapped and/or elderly people.

Services

Under this program, commonly known as Section 202, the Department of Housing and Urban Development (HUD) provides direct loans to finance rental housing for handicapped and/or elderly people. This housing may be of any type which serves the needs of those to be housed, including congregate (with communal dining) and other facilities. Plans developed by the sponsoring organizations must show how the needs of the tenants will be served through health, continuing education, welfare, information, recreation, homemaking, counseling, and referral services, as well as transportation where necessary to facilitate access to social services. This service plan should be designed to encourage tenants to make use of all services and facilities available to them.

Section 202 funds can only be used for developing housing, not for operating it. Section 202, however, must be used in conjunction with the Section 8 Housing Assistance Program (see p. 4.49) which subsidizes rent so that the tenant pays no more than 25 percent of his or her income. Section 202 can also be used along with the Section 106(b) program (see p. 4.51), Seed Money Loans to Private Sponsors, which provides interest-free loans for planning and other preconstruction costs.

Who Is Eligible?

Tenants must be elderly (at least 62 years of age) or handicapped. To be handicapped one must:

- be developmentally disabled as defined by the Developmentally Disabled Facilities and Construction Act of 1970, as amended;
- be disabled as defined by the Social Security Act; or
- have a disability which is expected to be of long duration, substantially impedes the ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions.

Eligible families consist of:

- two or more elderly or handicapped persons living together;
- one or more elderly or handicapped persons living with another person determined to be essential to their care; and
- the surviving member or members of any eligible family, if the family were living in the housing unit at the time of the deceased family member's death.

Sponsors of Section 202 finance housing must be private, nonprofit corporations or nonprofit consumer cooperatives.

How To Apply

Individuals interested in renting housing financed through Section 202 should contact their HUD Area Office to ascertain whether such housing is available in their area.

HUD issues invitations in the *Federal Register* for applicants for Section 202 funds. Potential sponsors submit applications to the central HUD office. Applications must include information on a sponsor's eligibility and the state where housing for the elderly or the handicapped is proposed to be located, as well as the proposed service plan.

Programs Funded

In the past this program has typically funded large apartment projects; some have been entirely for the handicapped, but most were for the elderly, with a few units adapted for handicapped people. For fiscal year 1977, loans have been authorized to develop 56 group homes for the disabled, 55 of which will house no more than six people and one will house up to 12 individuals.

Other Issues To Consider

If you want to sponsor housing financed under Section 202, contact your HUD Area or Regional Office to secure information and an application package. It will be helpful to have a firm idea of the kind of housing needed and the population to be served. The more specific information you have, the better. During the application process, you will have to make contact with appropriate officials in the community, particularly those dealing with housing, planning, zoning, fire, health, building codes, and human services. The application process is very complicated and many groups have found it necessary to employ a housing consultant to help them through the maze. Your HUD Area Office can probably help you find a consultant and suggest sources of seed money with which to pay for his or her services.

For Further Information

A good source of information on housing for the handicapped is the Office of Independent Living at HUD. Room 9106, 451 7th Street, SW, Washington, DC 20510. (202) 755-7366.

Regulations and other publications relating to the program can be obtained by writing the Office of Housing at HUD. Information on the regional application of this program can be obtained by contacting your HUD Regional or Area Office.

Public Law:
86-372, Housing Act of 1959, as amended by P.L. 94-375

United States Code:
42 USC 1437 (f)

Code of Federal Regulations:
24 CFR 277

Catalog of Federal Domestic Assistance:
Not listed

Federal Agency:
Office of Housing
Department of Housing and Urban Development
451 7th Street, SW
Washington, DC 20410
(202) 755-7380

HUD Sections 221(d)(3) and (4)

Mortgage Insurance for Rental Housing for Low- and Moderate-Income Families

Purpose

This program insures mortgage loans used to finance rental or cooperative multifamily housing for low- and moderate-income households.

Services

The Department of Housing and Urban Development (HUD) insures loans used to finance rental or cooperative housing for low- and moderate-income families. Projects insured under this program may consist of detached, semidetached, row, or walk-up housing, as well as housing with elevators.

Section 221(d)(3) insures 100 percent of the value of these housing programs sponsored by nonprofit organizations. Section 221(d)(4) insures 90 percent of the value of housing projects sponsored by profit-making organizations. The maximum allowable interest charged on these loans is 9 percent; an additional 0.5 percent is charged as a premium for this insurance.

Who Is Eligible?

Each housing project participating in this program sets its own eligibility requirements for low- and moderate-income tenants within general HUD guidelines. Generally, a family with an adjusted annual income under $10,000, considering child-care costs and the number of minors in the family, is considered low-income. HUD sets a different moderate income standard in each state, but the highest adjusted annual income considered to be moderate is $15,600.

Profit-motivated organizations are eligible for this type of insurance under Section 221(d)(4).

Nonprofit and cooperative organizations and public agencies, and private builders and investors who sell finished projects to such organizations, are eligible for mortgage insurance under Section 221(d)(3).

How To Apply

To find out what local housing units are insured through this program, individuals and families should contact the nearest HUD Area Office. They should then apply for housing directly to those projects.

Organizations should contact HUD Area Offices to investigate the possibility of insuring their project through this program. If the project receives initial approval, they submit a formal application to a lender that has been approved by HUD (check with the HUD Area Office to find out which local lenders are approved), along with a site appraisal and an environmental impact statement*. The lender forwards the application to the HUD Area Office.

For Further Information

To obtain the following pamphlets, contact HUD:

"Fact Sheet: Rental Housing for Moderate Income Families"

"Mortgage Insurance for Moderate Income Housing Projects, Section (d)(4)"

"Fact Sheet: Rental Housing for Low and Moderate Income Families"

"Market Interest Rate for Project Mortgage, Section (d)(3)"

Public Law:
73-479, National Housing Act of 1934, as amended by P.L. 83-560, Housing Act of 1954

United States Code:
12 USC 1715 (l)

Code of Federal Regulations:
24 CFR 221 et seq.

Catalog of Federal Domestic Assistance:
OMB Number 14.135

Federal Agency:
Multifamily Mortgage Insurance Division
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-5995

HUD Section 231

Mortgage Insurance Program for Rental Housing for the Handicapped and Elderly

Purpose

This program insures mortgage loans of sponsors in order to provide good quality rental housing for the elderly and handicapped.

Services

The Department of Housing and Urban Development (HUD) insures lenders, such as banks or mortgage companies, against loss on mortgages. Insured mortgages may be used to finance construction or rehabilitation of detached, semidetached, walk-up, or elevator-type rental housing designed for occupancy by elderly or handicapped individuals and consisting of eight or more units. HUD has established limits on the amount of mortgage it will insure for each type of unit. For instance, the mortgage limit for a two-bedroom unit is $20,525. These limits can be adjusted up to 45 percent higher in areas of the country where housing costs are exceptionally high.

Who Is Eligible?

Handicapped persons and all people who are 62 and over are eligible to occupy apartments in any structure with a mortgage insured under this program.

Sponsors can include nonprofit and profit-oriented investors, builders, and developers, and quasi-governmental bodies such as housing authorities, state housing finance agencies, and redevelopment agencies.

How To Apply

Handicapped or elderly people who want to rent housing in projects financed under this program should be able to find out from their HUD Area Office whether such projects exist in their communities.

The sponsor submits a formal application through a lender approved by the Federal Housing Administration (FHA) to the local HUD Area or Insuring Office. HUD Handbook 4570.0, "Section 231—Housing for the Elderly for Project Mortgage Insurance," which is free, is quite helpful in the application process. If the project meets program requirements, such as rent limits and property standards, the Area or Insuring Office issues a commitment to the lender to insure the mortgage. Processing time, depending upon the thoroughness of application preparation by the sponsor, will range from three to nine months. If an application for mortgage insurance is refused, HUD will state the reasons for the refusal. If reapplication is desired, the applicant may reapply if the lender agrees. Local advocacy organizations can become nonprofit sponsors under this program. They should check with their local housing agency and their state housing finance agency, if one exists, to locate a lender.

For Further Information

This program is administered by HUD Area or Insuring Offices. The state administering agency is the state housing finance agency. At the local level, the housing agency can provide information on the application of this program.

Regulations and other publications relating to the program can be obtained by writing your HUD Area Office or the Office of Housing.

Public Law:
86-372, National Housing Act, as amended

United States Code:
73 USC 654, 12 USC 1715 (V)

Code of Federal Regulations:
24 CFR 231.1

Catalog of Federal Domestic Assistance:
OMB Number 14.138

Federal Agency:
Office of Housing
Department of Housing and Urban Development
451 7th St., SW
Washington, DC 20410
(202) 755-6528

HUD Section 232

Nursing Homes and Intermediate Care Facilities Mortgage Insurance

Purpose

The purpose of this program is to provide federal mortgage insurance to help sponsors get financing for nursing homes or intermediate care facilities.

Services

Through the Section 232 program, the Department of Housing and Urban Development (HUD) insures mortgages for the construction or renovation of facilities that will care for 20 or more people who either require skilled nursing care or related medical services, or need intermediate care—that is, minimum but continuous care provided by licensed or trained personnel. The purchase of major equipment needed to operate such facilities can also be financed through these insured mortgages.

Who Is Eligible?

People requiring skilled nursing or intermediate care may be eligible to live in these facilities.

Nonprofit and profit-making corporations or associations, which are licensed or regulated by the state to accommodate convalescents and persons requiring skilled nursing or intermediate care, may qualify for mortgage insurance.

How To Apply

An organization sets up a conference with the local HUD Area or Insuring Office to check the preliminary feasibility of the project. The sponsor then submits a formal application through a HUD-approved mortgagor to the local HUD Area or Insuring Office. This application includes a site appraisal, market analysis, and environmental impact statement.* The local Insuring or Area Office makes the final decision to approve, hold, or reject individual requests.

Each insured facility pays a premium of $3 per $1,000 of the total mortgage amount to HUD for the insurance it provides. From these funds, HUD runs its administrative operations and covers any defaults on the mortgages.

If an application for mortgage insurance is refused, HUD will state the reasons for the refusal. If reapplication is desired, the applicant may reapply if the lender agrees.

Other Issues To Consider

The minimum standards for a facility to be insured under this program are very high and precise. For this reason, many intermediate care facilities for the developmentally disabled do not qualify for this insurance because they neither require all the equipment nor meet the conditions required by HUD for participation in this program.

For Further Information

Publications about this program include: "Fact Sheet: Nursing Homes (Mortgage Insurance)," "Minimum Property Standards for Nursing Homes—FHA Regulations," and "Handbook for Nursing Homes and Intermediate Care Facilities."

Regulations and other publications relating to the program can be obtained by writing the Multifamily Mortgage Insurance Division.

Public Law:
73-479, National Housing Act of 1934, Section 232, as amended by P.L. 86-372, Housing Act of 1959, Section 115

United States Code:
83 USC 379

Code of Federal Regulations:
24 CFR 232

Catalog of Federal Domestic Assistance:
OMB Number 14.129

Federal Agency:
Multifamily Mortgage Insurance Division
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-9280

HUD Section 235

Home Ownership for Low-Income Families through Interest Subsidy and Mortgage Insurance

Purpose

The purpose of this program is to provide interest subsidies, along with mortgage insurance, to permit public or private agencies to purchase and rehabilitate housing for resale to low-income families.

Services

The Department of Housing and Urban Development (HUD) insures mortgage loans made by private lenders to private or public sponsoring agencies. Sponsoring agencies acquire and rehabilitate dwellings and then sell them to low-income families. HUD also provides interest subsidy payments to reduce the interest paid by the low-income family from the market rate to 5 percent annually. Generally, a down payment of 3 to 6 percent is required. The maximum insurable loan for a three-bedroom unit is $32,000; for a four-bedroom unit to be occupied by a family of five or more the maximum is $38,000. In high-cost areas, loans can be for higher amounts.

Dwelling units may be single-family houses or multifamily cooperative or condominium projects. Mobile homes may also be included.

Who Is Eligible?

Handicapped persons, families, or single persons who are 62 years or older are eligible to receive the benefits of subsidies and mortgage insurance if they fall within the program's income and asset limits. Financial eligibility is keyed to the median income of the geographic area.

Public bodies, such as housing authorities, and private nonprofit corporations are eligible as sponsors. Sponsors must have the capacity to purchase, rehabilitate, and sell the finished properties to low-income purchasers and provide counseling to the new home owner.

How To Apply

Persons wishing to purchase housing units under this program may be able to locate a sponsoring organization through their HUD Area Office.

Formal application for mortgage insurance is made by the sponsoring agency through a lender approved by the Federal Housing Administration (FHA) to the HUD Area or Insuring Office. Purchases are recommended by the sponsor and approved by the lender and the HUD Area Office. If an application for mortgage insurance is refused, HUD will state the reasons for refusal. The applicant can reapply if the lender agrees to the reapplication.

Programs Funded

This program was inactive but has been revived. HUD is requesting appropriations for 100,000 units in 1977 and 100,000 more in 1978.

For Further Information

Groups wishing to provide housing under this program should contact their HUD Area Office and request HUD Handbook 4515.1, "Home-ownership Assistance for Purchase and Resale of Housing to Lower Income Families Under Section 235(j)," or HUD Handbook FHA 4210.1, "Homeownership for Lower Income Families."

Regulations and other publications about Section 235 can be obtained by writing the Office of Housing.

Public Law:
90-448, National Housing Act, as amended

United States Code:
13 USC 1715(b) and (z)

Code of Federal Regulations:
24 CFR 235.301, 235.501

Catalog of Federal Domestic Assistance:
OMB Numbers 14.104, 14.105

Federal Agency:
Office of Housing
Department of Housing and Urban Development
451 7th Street, SW
Washington, DC 20412

HUD Section 237

Mortgage Insurance for Special Credit Risks

Purpose

This program provides mortgage insurance and home ownership counseling for low- and moderate-income families who do not usually qualify for Department of Housing and Urban Development (HUD) mortgage insurance.

Services

The Section 237 program makes home ownership possible for low- and moderate-income families who cannot meet standard HUD requirements. Through this program, HUD insures lenders against loss on mortgage loans. These loans may be used to finance the purchase of new, existing, or substantially rehabilitated single-family homes. The maximum insurable mortgage is $18,000.

Also, under this program HUD provides budget, debt-management, and related counseling services to these families when needed.

Who Is Eligible?

Only low- and moderate-income families who do not qualify for home ownership loans under regular HUD credit standards are eligible for Section 237 insurance. Families qualifying for insurance under this program must have a gross monthly income of at least four times the amount required for the monthly mortgage payment.

Generally, a family with an adjusted annual income of under $10,000, considering child-care costs and the number of minors in the family, is considered low-income. HUD sets a different moderate-income standard for each state, but the highest adjusted annual income considered to be moderate is $15,600.

How To Apply

Families should contact the HUD Area Office nearest them for application forms. They next must obtain counseling from a HUD-approved Section 237 counseling agency before an application is submitted. Then an application can be made to the HUD Area Office and to a HUD-approved lender. This office will notify the lender of the applicant's eligibility or ineligibility for mortgage insurance. If the applicant is eligible, a certificate of mortgage insurance is then issued. If the applicant is ineligible, HUD will state reasons for refusing an application and the applicant may reapply if the lender agrees.

For Further Information

Persons wishing to apply for the program should get a copy of HUD Handbook 440.5, entitled "Credit Assistance and Counseling for Low and Moderate Income Home Purchasers."

Regulations and other publications relating to the program can be obtained by writing to the Single Family Mortgage Insurance Division.

Public Law:
73-479, Section 237 of the National Housing Act of 1934, as amended by P.L. 90-448, Housing and Urban Development Act of 1968, Section 102

United States Code:
12 USC 1715(b)

Code of Federal Regulations:
24 CFR 237.1 et seq.

Catalog of Federal Domestic Assistance:
OMB Number 14.140

Federal Agency:
Single Family Mortgage Insurance Division
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-6920

Low-Income Public Housing

Acquisition, Turnkey, and Conventional Production

Purpose

This program enables public housing authorities (PHA) to provide decent housing to low-income families.

Services

The Department of Housing and Urban Development (HUD) provides technical assistance and loans to PHA's to enable these agencies to plan, develop or purchase, operate, and provide services for rental housing for low-income families.

PHA's raise money to purchase or build housing by selling bonds and notes. HUD loans money annually to PHA's to repay these bonds and notes and to achieve and maintain adequate operating and maintenance service. These loans enable the PHA's to continue charging low rents.

In this program, PHA's get the housing by three methods:

- acquisition—the PHA buys existing housing from the private market;
- turnkey—the PHA solicits bids from private developers to plan and construct housing which the PHA will purchase upon completion; and
- conventional—the PHA acts as its own developer by purchasing a site, drawing up plans, and then soliciting bids from private firms to construct the housing.

The Secretary of the Department of Housing and Urban Development has made a commitment that 5 percent of all new units developed under this program will be designated for handicapped residents.

Who Is Eligible?

Low-income families and individuals who are elderly, handicapped, displaced, or the remaining member of a tenant family are eligible to live in this housing. Precise standards of eligibility are set by each PHA.

PHA's are eligible for loans and technical assistance from HUD.

How To Apply

Eligible individuals and families apply to their local PHA or state housing agency for housing. PHA's apply to HUD Area Offices for loans. Application information can be found in HUD Handbook 7405.1, "Low-Rent Public Housing Applications, Program Reservations and Preliminary Loans." An environmental impact statement* must be submitted with the application.

For Further Information

To obtain the following program literature, contact your HUD Area Office: "Low-Rent Public Housing Turnkey Handbook" (Handbook Number 7425.1), "Low-Rent Public Housing Preconstruction Handbook" (Handbook Number 7410.1), and "Low-Rent Public Housing Construction Handbook" (Handbook Number 7415.1).

Public Law:
75-415, U.S. Housing Act of 1937, as amended by P.L. 93-383, Title II of the Housing and Community Development Act of 1974

United States Code:
42 USC 1401-1435

Code of Federal Regulations:
24 CFR 805

Catalog of Federal Domestic Assistance:
OMB Number 14.146

Federal Agency:
Office of Assisted Housing Development
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-5656

Mobile Home Loan Insurance

Purpose

This program provides insurance on loans to finance the purchase of mobile homes.

Services

The Department of Housing and Urban Development (HUD) insures loans of buyers of mobile homes to use as their primary residence. Loans may be insured for up to $16,000 on a single unit or for $24,000 for double-wide units. The maximum allowable interest charged on these loans is 12 percent per year.

Who Is Eligible?

Any person who is able to provide the downpayment and the monthly loan payments required by the private lender may be eligible to have his or her loan insured.

All financial institutions holding Mobile Home Loan Insurance contracts from HUD are eligible to buy this insurance.

How To Apply

To find out which local lending institutions have insurance contracts with HUD, an individual should contact the nearest HUD Area Office. The individual then applies to a HUD-approved lender for his or her loan. The applicant must have a site that meets HUD standards on which to place the mobile home and must certify that there will be no zoning violations.

Lenders apply for Mobile Home Loan Insurance contracts to any HUD Insuring or Area Office.

For Further Information

Regulations and other publications relating to this program can be obtained by writing the Title I Insured Loan Division.

Public Law:
73-479, National Housing Act of 1934, Title I, Section 2

United States Code:
12 USC 1703

Code of Federal Regulations:
24 CFR 201.501 et seq.

Catalog of Federal Domestic Assistance:
OMB Number 14.110

Federal Agency:
Title I Insured Loan Division
Department of Housing and Urban Development
Washington, DC 20410
(202) 755-8686

Recreation

Overview

Acquisition, Development, and Planning in Outdoor Recreation
Land and Water Conservation Fund

Outdoor Recreation— Technical Assistance

Summer Youth Recreation Program

Surplus Property for Parks and Recreation

Recreation Overview

Service Need Definition: Recreation services are aimed at providing opportunities for recreation, physical education, and open space acquisition and development.

No federal programs exist solely for the development of recreation programs or facilities for the handicapped. At the local level, however, recreation programs and facilities can be funded through federal programs with a primary emphasis in another area—such as general education for the handicapped and recreation for the general population. Organizations seeking funding for recreation for the developmentally disabled through these programs, however, will always be competing for funds with programs in other fields, many of which have traditionally been given a higher priority than recreation.

Several programs described elsewhere in this Guide have funded projects dealing in some way with recreation, leisure activites, or physical education (see Preschool and School Programs for the Handicapped, p. 7.35, Regional Resource Centers for the Handicapped, p. 7.45, Special Projects in the Field of Developmental Disabilities, p. 8.7, and Community Development Block Grants, p. 4.41). The first two of these programs are authorized by the Education of the Handicapped Act. In its recent amendment, Public Law 94-142, this law heavily emphasizes the provision of physical education as an integral part of the education process for a handicapped person and the provision of recreation as an important related service.

Of the programs described in this section, Acquisition, Development, and Planning in Outdoor Recreation has the greatest potential for funding outdoor recreation facilities for the handicapped. People who are developmentally disabled and their advocates should be aware of and participate in the development of the five-year State Comprehensive Outdoor Recreation Plan to ensure that their interests are represented and that their projects can receive high funding priority. Special studies are conducted periodically which may focus on the disabled as part of a larger issue. The comprehensive plan outlines the special studies to be undertaken. The plan is usually coordinated through the state department of parks and recreation.

The other programs described in this section are fairly small in scope and funding. Through Outdoor Recreation—Technical Assistance, the Bureau of Outdoor Recreation provides technical assistance and information to public and private recreation interests. The Summer Youth Recreation Program provides summertime recreational activities for low-income youth. Finally, the program of Disposal of Federal Surplus Real Property allows state and local governments to buy, or possibly receive for free, federal land that has been declared surplus which can be developed for use as recreation areas or parks.

The Department of Health, Education, and Welfare allots part of its money for education of the handicapped to physical education and recreation. For example, these funds are used for research and personnel projects under the Physical Education and Recreation for the Handicapped—Research and Training Program (see p. 8.43) which is included under the *Staff Development* service need category.

Acquisition, Development, and Planning in Outdoor Recreation

Land and Water Conservation Fund

Purpose

This program develops outdoor recreation areas and facilities.

Services

The Bureau of Outdoor Recreation (BOR) disburses funds to each state. The state, in turn, passes money on to state agencies, cities, counties, and park districts for the acquisition and development of outdoor recreation areas and facilities, such as bike trails, swimming pools, or campgrounds. These funds cannot be used for operation or maintenance of outdoor facilities or for acquisition or development of indoor facilities.

Who Is Eligible?

All states receive money to disburse to state agencies, cities, towns, counties, and tribal units for acquisition and development projects. Individual and private organizations are not eligible.

How To Apply

A. State and local political subdivisions apply to the state liaison officer, who is appointed by the Governor to run the program. The state liaison officer reviews each project application in terms of the State Comprehensive Outdoor Recreation Plan (SCORP) and determines the relative need and priority of the proposed project. The project applications are then forwarded to the BOR Regional Office for final approval.

B. States must submit a SCORP every five years to remain eligible for Land and Water Conservation Funds. A state receives a planning grant for the SCORP.

Programs Funded

The Land and Water Conservation Fund is the largest federal source of money for recreation. States must match federal funds equally—in other words, to get a dollar, a state must commit itself to spend a dollar of its own money.

Several examples of funded projects that relate to the developmentally disabled include:

- "five-senses garden," in Lancaster County, PA, featuring special plantings to touch, taste, and smell. Gently sloping paved walkways easily accommodate wheelchairs.
- playground and park facilities on the grounds of a state hospital for the retarded in Sussex County, DE.
- fishing piers, wading pools, and swimming pools designed for handicapped people.

Other Things To Consider

This program has a great potential impact on recreation for the developmentally disabled, since each state has access to a great deal of federal money. The SCORP is the key to this money. This plan must be submitted to the public at open hearings for review before it is submitted to BOR. If the developmentally disabled and their advocates can get their needs specifically identified as community needs in the plan, projects benefiting them will be given high priority for funding. Since these funds cannot be used to serve a specific population subgroup, proposed projects for the disabled must be planned as open to the general public or as part of a larger park or facility for the entire community.

For Further Information

Information about this project can be obtained by writing to the Bureau of Outdoor Recreation regional or national offices.

Public Law:
88-578, Land and Water Conservation Fund Act of 1965

United States Code:
16 USC 1-4 et seq.

Code of Federal Regulations:
Not listed

Catalog of Federal Domestic Assistance:
OMB Number 15.400

Federal Agency:
Bureau of Outdoor Recreation
Department of the Interior
Washington, DC 20240
(202) 343-7801

Outdoor Recreation—Technical Assistance

Purpose

The Bureau of Outdoor Recreation (BOR), Department of the Interior, provides advice and information to programs designed to meet the public need for outdoor recreation.

Services

BOR supplies technical information about planning, developing, financing, and managing outdoor recreation programs. BOR also gives advice on land acquisition and preservation, and maintains a clearinghouse of information on all facets of recreation.

Who Is Eligible?

Anyone can request information through this program.

How To Apply

Contact your BOR Regional Office.

Other Things To Consider

BOR answers over 20,000 requests for technical assistance annually. They do have information about facilities for the handicapped.

For Further Information

For more information about this project, contact the Bureau of Outdoor Recreation Regional Office nearest you or the headquarters in Washington, DC.

Public Law:
88-29, Bureau of Outdoor Recreation Organic Act

United States Code:
16 USC 1-3

Code of Federal Regulations:
Not listed

Catalog of Federal Domestic Assistance:
OMB Number 15.402

Federal Agency:
Bureau of Outdoor Recreation
U.S. Department of the Interior
Washington, DC 20240
(202) 343-5754

Summer Youth Recreation Program

Purpose

This program provides summertime recreational activities for low-income youths between the ages of eight and thirteen.

Services

During the summer months, children are offered playground activities, organized sports and games, arts and crafts, field trips, special events, and related transportation by participating agencies. These agencies are reimbursed by the Community Services Administration (CSA) for program staff salaries, purchase and rental of recreational equipment, field trip expenses, admission charges to special events, recreation clothing, transportation services, food offered as part of the program, and 15 percent of administrative costs.

Who Is Eligible?

A. Low-income youth between the ages of eight and thirteen are eligible to participate in this program. Comprehensive Employment and Training Act (CETA) poverty guidelines are used to judge financial eligibility.
B. Agencies eligible to receive summer recreation funds are those designated as "prime sponsors" under Title I of CETA. CETA prime sponsors are:

- states;
- units of government with a population of more than 100,000 people;
- consortiums of local governments, if one has a population of over 100,000; and
- units of government deemed as exceptional by CETA.

If a prime sponsor doesn't operate a Summer Youth Recreation Program (SYRP), CSA can choose an alternative sponsor.

How To Apply

A. A youngster in the eligible age group goes to the local SYRP, if one exists. A formal application is not necessary.
B. Prime sponsors must apply to the CSA Regional Office by April 15 each year. The Community Action Agency, which is the CSA local agency, operating in the area of the prime sponsor must review and comment on the application before CSA makes its final decision.

Programs Funded

Financial assistance for the three to four month programs has ranged from $170 to $1,600,000. Funds are allocated on the basis of the relative number of public assistance recipients and unemployed people in the area, and the relative number of children from families with incomes below the poverty level.

For Further Information

For other information about the SYRP, contact the regional or national office of the Community Services Administration. For information about related programs, such as the Summer Youth Employment Program and other CETA manpower activities, contact the Department of Labor.

Public Law:
The Economic Opportunity Act of 1964
United States Code:
42 USC 2942
Code of Federal Regulations:
45 CFR Chapter X, 1061
Catalog of Federal Domestic Assistance:
OMB Number 49.015
Federal Agency:
Community Services Administration
1200 19th St., NW
Washington, DC 20506
(202) 254-6410

Surplus Property for Parks and Recreation

Purpose

This program allows the federal government to sell or give away land it no longer needs.

Services

If a federal agency decides that federal land or buildings it has been using are no longer of use, it turns the property over to the General Services Administration (GSA) for disposal. If no other federal agency wants the property, GSA can offer it to local governments and institutions.

Official notice that the property is to be disposed of is given to the Governor of the state in which the property is located, the appropriate county clerk, mayor, or town manager, and to the area's regional or metropolitan planning agency. If no eligible agency replies within 20 days, the property is put up for public sale. If a public agency expresses an interest in the property, it may be able to get the land for a specified use priced below the fair market value or for free. For use as a public park or recreation area, the Bureau of Outdoor Recreation determines the price to be charged—from nothing to fair market value. For health or education use, the Department of Health, Education, and Welfare determines the sale price.

Who is Eligible?

States, political subdivisions, public agencies, and municipalities are eligible to apply for federal surplus property. If none of these express an interest in the property, the property is put up for public sale.

Nonprofit educational and health-related organizations may also apply to lease or buy the land at a reduced price if they plan to use it for educational or health-related purposes.

How To Apply

Within 20 days of GSA's notice, interested agencies must respond, stating how the property will be used, if they wish to purchase or lease the land, how long they will need to submit a formal application, and why they need that length of time. GSA reviews these responses and notifies applicants if they should proceed with the application process.

If an applicant wishes to use the land for park or recreation purposes, he or she then contacts the Bureau of Outdoor Recreation (BOR) Regional Office for formal applications. If the interest is in education or health, the Department of Health, Education, and Welfare (DHEW) Regional Office should be contacted. A comprehensive plan must be submitted to DHEW or BOR, documenting the proposed use of the property.

Other Issues To Consider

To determine the sale price of the land or to determine which applicant should be selected if conflicting uses are proposed, a determination is made of the greatest public benefit to be gained through the proposed land use; the greater the benefit is, the lower the price will be. Under this program, federal surplus property could possibly be purchased at a low price to be developed as a school and play area, a recreation center with facilities for the handicapped, or a park designed for the disabled.

A similar program, Public Land for Recreation, Public Purposes, and Historic Monuments, is run by the Bureau of Land Management. Land through this program, however, is only available west of the Mississippi River.

For Further Information

For regulations and a pamphlet entitled "disposal of surplus real property," contact the General Services Administration. Depending on the potential land-use of interest to you, contact the regional office of BOR or DHEW.

Public Law:
81-152, Federal Property and Administrative Service Act of 1949, as amended

United States Code:
40 USC 484

Code of Federal Regulations:
45 CFR Subtitle A, 12

Catalog of Federal Domestic Assistance:
OMB Number 15.403

Federal Agency:
Office of Real Property
General Services Administration
1800 F St., NW
Washington, DC 20405
(202) 566-0552

Surplus Property Officer
Bureau of Outdoor Recreation
Department of the interior
Washington, DC 20240
(202) 343-7962

Supportive Services

- Overview
- Child Abuse and Neglect Prevention and Treatment Program
- Child Welfare Services—Title IV-B
- Foster Grandparent Program
- Mini-Grant Program
- Retired Senior Volunteer Program
- Senior Companion Program
- Title XX—Social Services
- WIN—Supportive Services

Supportive Services Overview

***Service Need Definition:** Supportive services are social services aimed at enabling individuals to live independently, preserving and strengthening families, and providing substitutes for family life.*

Supportive services can provide a base which enables people in need to pursue activities in order to improve their lives. These services can be diverse, and may include free or low-cost day care for children to enable low-income parents to accept full-time employment, transportation to get people to employment-training services, or counseling to assist a disabled person move from an institutional setting to the community.

The Title XX formula grant program is the largest social services funding mechanism in the United States; nearly $3 billion is apportioned annually to states. The Title XX program stipulates that states be given broad latitude within certain legislative parameters in defining services that they will provide to state residents.

Title XX services are crucial for the creation of community services as alternatives to institutionalization. Transportation, home-health services, homemaker and chore services, and counseling are a few of the potential services under Title XX which can help disabled people live in the community.

While the eligibility criteria established by the law are flexible, the eligible population is limited generally to persons with low and, in some cases, moderate incomes. Title XX supportive services must be made available to persons receiving Supplemental Security Income (SSI) (see p. 6.29), Aid to Families with Dependent Children (AFDC) (see p. 6.25), medical assistance under the Medicaid program (see p. 5.23) or its component for the detection and prevention of childhood illness, the Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT) (see p. 5.13). Those eligible for the Food Stamp Program (see p. 4.15) or Food Donation Program (see p. 4.13) are generally also eligible for Title XX services.

Two other major service programs described in this service need category are Child Welfare Services under Title IV-B and child care and supportive services provided under the Work Incentive Program (WIN) (see also WIN—Employment Services, p. 6.19).

As in Title XX, each state decides what child welfare services it will provide. This program, however, can deliver services to anyone in need of them regardless of their income. The major focus of child welfare services is to help parents adequately care for their children or provide services to children who must be removed from their homes. Some of the major services offered by this program are child care, foster care and adoption, services to unmarried parents and their babies, protective services, legal services, and emergency assistance services.

The services available under the WIN program are provided to recipients of AFDC to help them become self-supporting; they are furnished during training for employment and for a short time after employment begins. Some services, such as day care, family planning, and employment-related, medical, remedial, and health-related services, are subsumed under other programs like Title XX, Medicaid, and Vocational Rehabilitation (see p. 7.9) after WIN support for services ends.

The Child Abuse and Neglect Prevention and Treatment Program supports projects that identify, prevent, and treat child abuse and neglect by offering technical assistance, researching causes and treatment, and providing direct services to abused children and their parents. The National Center for Child Abuse and Neglect has been established to administer the program and disseminate information on other programs and facilities that deal with this problem throughout the country.

The ACTION agency funds several programs which reimburse minimal expenses of volunteers who provide supportive services in the community. The Senior Companion, Foster Grandparent, and Retired Senior Volunteer Programs all give opportunities to older persons to volunteer their services to help children, the elderly, and others who could benefit from individual and personal attention. The Mini-Grant Program is a source of funding for local community nonprofit service organizations to develop volunteer programs such as those listed above.

Under the *Staff Development* service need category, two programs relate directly to those who provide supportive services under Title XX and child welfare. They are Public Assistance Training Grants under Title XX (see p. 8.45) and Child Welfare Training Grants (see p. 8.35).

Child Abuse and Neglect Prevention and Treatment Program

Purpose

This program supports the development of services that will prevent, identify, and treat child abuse and neglect.

Services

Grant and contract funds may be used to develop:

- technical assistance for public and nonprofit agencies and organizations;
- research into the causes, prevention, and treatment of child abuse and neglect; and
- demonstration projects to:
  - —develop multidisciplinary training programs;
  - —establish and maintain centers for delivery of services;
  - —furnish services by professionals; and
  - —support innovative programs, including parent self-help programs.

Who Is Eligible?

Individual children and families are eligible to benefit from the services provided by projects and research under this program.

Grants are awarded to public or other nonprofit agencies or organizations involved in the prevention, identification, or treatment of child abuse and neglect. Contracts are awarded to public and private organizations.

Grants are awarded to states which have satisfied the requirements of Section 4(b)(2) of the Child Abuse Prevention and Treatment Act. This act requires that states establish means for reporting, investigating, preventing, and treating child abuse under state laws to be eligible for state grants.

How To Apply

Individuals can find out about available programs by calling their state or county social services department.

Demonstration and research applications should be submitted by organizations to the Office of Child Abuse and Neglect in Washington, DC.

State grant applications are submitted to the Office of Child Abuse and Neglect at the regional level and require certification of the state's compliance with Section 4(b)(2) of the act.

Programs Funded

Research and demonstration grants range from $30,000 to $300,000. The average grant is for $200,000.

Grants to states vary, depending on the number of people to be served by the state's program.

The original act establishing this program authorized funding through fiscal year 1977. As of this writing, additional funds had not been authorized.

A DHEW spokesperson for the National Center on Child Abuse and Neglect, which was created by this program, stated that funding will carry existing projects to completion in 1978, but no refunding or funding for new projects will be available. It is anticipated that some form of funding, either by reauthorization or through new legislation, will extend the life of the Center, although there may be some change in its focus. Legislation dealing with family violence is one possible new source of support.

Other Issues To Consider

Developmental disabilities have been both a consequence of and a suspected contributing factor in child abuse and neglect cases. This program offers an opportunity for a wide variety of agencies and organizations to provide assistance to developmentally disabled children and their families.

Parents Anonymous, an organization similar to Alcoholics Anonymous but for parents who have abused their children, has a national hotline to its main office in California which will direct callers to local chapters.

For Further Information

The National Center on Child Abuse and Neglect sells for around $20 a two-volume listing of close to 2,000 child abuse and neglect programs. It also has a free pamphlet for each DHEW region which describes these programs, and lists hotline phone numbers for states in which they exist, agencies mandated to receive child abuse reports, and programs which have told the Center they provide services for abused and neglected children. Copies may be obtained by writing:

Chief, Clearinghouse
NCCAN
P.O. Box 1182
Washington, DC 20013

Public Law:
93-247, Child Abuse Prevention and Treatment Act

United States Code:
45 USC 1340

Code of Federal Regulations:
45 CFR 220

Catalog of Federal Domestic Assistance:
OMB Number 13.628

Federal Agency:
National Center on Child Abuse and Neglect
Administration for Children, Youth, and Families
Department of Health, Education, and Welfare
P.O. Box 1182
Washington, DC 20013
(202) 755-0587

Child Welfare Services— Title IV-B

Purpose

This program promotes the well-being of children by providing services to help parents carry out their responsibilities for their children, or to care for children away from their own homes.

Services

This is a relatively small program which delivers services to people in need without regard to financial criteria. Each state decides what services it will make available. Some of the major services offered by this program are in the areas of:

Child Care

Child-care services include in-home and out-of-home day care. In-home care can be provided by a professional homemaker service, relative, neighbor, etc. Out-of-home care may be in a family or group day-care home or in a day-care center depending on the age of the child. Child-care services must be suited to the age, special handicap, or other conditions of each child.

In-home, out-of-home, or a combination of child-care services can be used to supplement a regular school program, during summer or other vacations, or on a full-time basis. All out-of-home care must comply with the Federal Interagency Day Care Requirements and meet the day-care requirements under the Child Welfare Services program. Parent participation is stressed in both sets of requirements. Each state agency must develop standards for in-home child-care services.

Foster Care and Adoption

For those children who cannot remain in their own homes or live with relatives, full-time care is provided in foster family homes, institutions, or other facilities on a temporary or long-term basis. If necessary, adoption placement can be provided to children without a home who cannot live with relatives. Adoptions are subject to state laws and require judicial review and approval.

Services to Unmarried Parents and Their Babies

These services are designed to help with living arrangements, finances, health and medical care, legal services, counseling, life-skills education, and planning for and training in child care.

Homemaker Services

A trained, professional homemaker is provided to a family when the principle caretaker is ill or out of the home, an emergency arises, an inexperienced parent needs help in caring for a child, or a parent needs training in housekeeping and home management.

Protective Services

These services are aimed at helping parents avoid abusing, neglecting, or exploiting their children. In certain situations, children are removed from their homes and placed in foster care.

Legal Services

Legal services in connection with appeals for fair hearings made to the provider agency must be offered. Additional legal services related to the rights and well-being of families may be provided at the option of each state.

Emergency Assistance Services

Services are provided to children under age 21 and their families faced with crisis needs, such as temporary shelter.

Who Is Eligible?

All families and children in need of child welfare services are eligible to receive them.

All states are eligible to participate in this program provided their state plan is approved by the Department of Health, Education, and Welfare.

How To Apply

All families interested in child welfare services under Title IV-B must apply to the state agency responsible for the administration of the Title XX—Social Services program (see p. 4.93). The designation of the Title XX state agency is made by the Governor and is usually the welfare department or the human resources or social services agency.

States must submit a state plan to be approved by the Department of Health, Education, and Welfare (DHEW) Regional Office and by the Secretary of DHEW.

Programs Funded

Each state receives a minimum annual allotment of $70,000. Additional funds are available based on the size of each state's child population under 21 and the state per capita income.

Other Issues To Consider

The appeal and fair hearing system for child welfare services is the same as the one used for financial assistance programs such as Supplemental Security Income (SSI) (see p. 6.29) and Aid to Families with Dependent Children (AFDC) (see p. 6.25). Individuals can appeal if they are: a. denied or excluded from participation in the program if they are eligible; b. denied the right to choose certain services; and c. forced to participate in a service program, although Title IV-B is often used to support court-ordered services such as foster care in cases of abuse or neglect.

This program is in a state of flux. Previously, child welfare services were divided in two parts. Title IV-A, which provided services to persons receiving financial assistance, has been absorbed into the Title XX—Social Services program. Title IV-B (the program under discussion) is separate and consists of a relatively small annual appropriation of funds, $56.5 million, for persons in need of services who do not qualify under Title XX. There is currently a bill under consideration which would expand the funding level of Title IV-B Child Welfare Services to $266 million annually.

For Further Information

Regulations, guidelines, other publications, and the "Federal Interagency Day Care Requirements" can be obtained by writing to the Administration for Children, Youth, and Families.

Public Law:
Title IV-B of the Social Security Act of 1935, as amended

United States Code:
42 USC 620-625

Code of Federal Regulations:
45 CFR 220

Catalog of Federal Domestic Assistance:
OMB Number 13.707

Federal Agency:
Administration for Children, Youth, and Families
Office of Human Development Services
Department of Health, Education, and Welfare
330 C St., SW
Washington, DC 20201
(202) 245-9657

Foster Grandparent Program

Purpose

This program offers volunteer opportunities to low-income persons age 60 or over.

Services

The Foster Grandparent Program (FGP) volunteers establish continuing relationships with children with special needs who are under 21. Children under 14 are given priority.

Foster Grandparents volunteer four hours a day, five days a week. Generally, these volunteers divide their time between two children. New program guidelines stipulate that a volunteer serving a developmentally disabled child who turns 21 may continue serving the child. Sponsoring organizations supervise Foster Grandparents in a variety of settings:

- pediatric wards in hospitals;
- institutions or schools for the physically, emotionally, or mentally handicapped;
- correctional facilities;
- schools or day-care settings; and, in some cases,
- homes (including licensed foster and group homes).

Sponsors develop, implement, and manage the project. They recruit, select, assign, and given orientation and in-service instruction to volunteers. Sponsors cannot assign Foster Grandparents to their own agency or organization.

At least 80 percent of the total project budget must provide direct benefits to Foster Grandparents such as a stipend, a daily meal, transportation to and from volunteer activities, uniforms or smocks, physical examination of volunteers, and accident and liability insurance. The stipend is by law not treated as income for any purpose. The other 20 percent of the project funds are used for project costs such as staffing, space, and equipment.

Who Is Eligible?

To qualify as a Foster Grandparent, a person must:

- be 60 years of age or older;
- not exceed the maximum annual income level established by ACTION;
- no longer be regularly employed; and
- be capable and physically able to carry out Foster Grandparent responsibilities.

Any public or private nonprofit agency or organization may be eligible for funds. A community action agency is the preferred applicant if the program is to be operated entirely in the community served by this agency. The state agency on aging is the preferred applicant if the area served is broader than one community. Sponsors currently include city and state government agencies, local associations for retarded children, and a variety of community service agencies and organizations.

How To Apply

Individuals interested in participating in the Foster Grandparent Program should request further information from the ACTION state or regional office, or write ACTION in Washington, DC.

Organizations and agencies interested in applying must prepare the "ACTION Preliminary Inquiry Form," a short preapplication form available through ACTION state or regional offices. The Preliminary Inquiry is reviewed by the appropriate ACTION office which is obligated to respond within 30 days.

Formal application forms are submitted to ACTION if and when the Preliminary Inquiry Form has been approved by the ACTION office. The application must be developed in consultation with the state agency on aging and the community action agency, if there is one. The state agency on aging has 45 days to review and make recommendations on the application.

The ACTION regional director will make all grant awards. Grants are awarded for from one to five years. Renewal applications are considered during the last year of the project. Payments are disbursed quarterly.

Programs Funded

ACTION will fund up to 90 percent of the project budget. Sponsors must share at least 10 percent of the costs with cash, in-kind* contributions, or a combination of both forms of support. In exceptional cases, ACTION will make grants in excess of 90 percent. Grants range from $66,234 to $978,000. Since 1973, efforts have been made to expand Foster Grandparents placements in noninstitutional settings.

For Further Information

The following publications are available through ACTION: "The Foster Grandparents Program Information Statement"; "Foster Grandparents Program Policies"; "Cost Benefit Profile of the Foster Grandparent Program"; "Foster Grandparents Program—One Part of ACTION"; and "The Foster Grandparents Program."

Public Law:
93-113, Title II, Part B, Section 211(a) of the Domestic Volunteer Service Act of 1973

United States Code:
42 USC 5011-5023

Code of Federal Regulations:
45 CFR 907

Catalog of Federal Domestic Assistance:
OMB Number 72.001

Federal Agency:
The Foster Grandparents Program
ACTION
806 Connecticut Ave., NW
Washington, DC 20525
(202) 254-7310

Mini-Grant Program

Purpose

This program provides small amounts of money to local nonprofit organizations to recruit volunteers.

Services

The Mini-Grant Program makes small amounts of grant funds (a maximum of $5,000) available through a relatively quick, nonbureaucratic process to a large number of local, nonprofit service organizations.

Part-time, uncompensated volunteers work on projects addressing specific human, social, and environmental problems, particularly those related to poverty. Projects must have specific, measurable goals which can be achieved within a definite, short time period. Volunteers may be reimbursed for out-of-pocket expenses.

The federal share of grant awards cannot exceed $5,000. Organizations requesting an amount over $2,000 must provide cash or in-kind* contributions matching the federal amount above $2,000. In-kind contributions may consist of charges for the value of real property and equipment, and the value of goods and services directly related to the grant program. Unless permitted by law, federal funds cannot be used as contributions.

Who Is Eligible?

An agency applying for a grant must be a bona fide public or private nonprofit agency concerned with human, social, or environmental problems. An agency's acceptability may be established by its nonprofit tax status or by its official position as a public agency.

How To Apply

Organizations applying for a Mini-Grant should initially coordinate development of a proposal by contacting the ACTION regional office. The regional staff is prepared to assist an organization in developing a formal proposal. Applications are reviewed and grants awarded by each state's ACTION office.

Programs Funded

The El-Ada Community Action Agency in Boise, Idaho, used Mini-Grant funds to establish a Volunteer Services Bureau to provide food counseling, nutritional help, and physical and emotional support to low-income, elderly, and handicapped persons.

Other Issues To Consider

Some of the potential grantees who are most involved with poverty programs and who would benefit the most from Mini-Grants are unaware of the program or unfamiliar with the grant processes. Although regional ACTION staff help with proposals, many worthy organizations or groups do not receive grants because of their unfamiliarity with the program and its operation.

For Further Information

Public Law:
93-113, Title I, Part C, Section 122(a) of the Domestic Volunteer Service Act of 1973

United States Code:
42 USC 4991-4993

Code of Federal Regulations:
45 CFR Chapter II, Part 12-13

Catalog of Federal Domestic Assistance:
OMB Number 72.010

Federal Agency:
Office of Special Volunteer Programs
ACTION, 806 Connecticut Ave., NW
Washington, DC 20525
(202) 254-6890
Toll-free number for Regional ACTION Offices:
(800) 424-8580

Retired Senior Volunteer Program

Purpose

The Retired Senior Volunteer Program (RSVP) reimburses out-of-pocket expenses of senior volunteers who provide services to the community.

Services

To sponsor an RSVP program, local community service groups or local government agencies are given money with which to reimburse some expenses of the RSVP volunteers. Volunteers may be used as aides in such community facilities as hospitals, schools, day-care centers, and libraries.

Services provided by the sponsor are:

- transportation of volunteers to and from activities, if needed;
- reimbursement for transportation, meals, and other out-of-pocket expenses; and
- training necessary to enhance the skills and talents of participating volunteers—expenses can be paid during training time.

Who Is Eligible?

An individual aged 60 or over may enroll as a volunteer in a local community service organization that has an RSVP program.

An established public or nonprofit local community service organization or local government agency may apply for RSVP funds. The applicant must have:

- experience and interest in the needs of older adults;
- an ability to operate direct community service programs; and
- an ability to generate community support for the RSVP program by providing volunteer opportunities.

How To Apply

An individual interested in joining an RSVP program should contact his or her ACTION Regional Office for a list of RSVP sponsors.

Interested eligible organizations should contact the ACTION Regional Office for the appropriate application forms.

Programs Funded

The Willoughby-Eastlake City School District in Lake County, Ohio, developed an RSVP School Pilot Program in 1974. An intensive effort was made to involve senior volunteers as aides in the classroom.

For Further Information

The following publications are available through ACTION: "Something Wonderful Happens When RSVP Comes Into a School" and "ACTION—Meeting Community Needs Through Voluntarism."

Public Law:
93-113, Domestic Volunteer Service Act, Title II, Part A, as amended

United States Code:
42 USC 5001

Code of Federal Regulations:
45 CFR Chapter XII, Part 120B

Catalog of Federal Domestic Assistance:
OMB Number 72.002

Federal Agency:
Retired Senior Volunteer Program
ACTION
806 Connecticut Ave., NW
Washington, DC 20525
(202) 254-7310

Senior Companion Program

Purpose

This program offers volunteer opportunities to low-income persons age 60 or over.

Services

Senior Companion volunteers provide companion services to adults, especially older adults, with special needs and disabilities on a personal and regular basis. Services, such as reading and letter-writing, are provided in homes, nursing homes, or other facilities.

Sponsoring organizations develop, implement, and manage the project. They recruit, select, assign, and provide orientation and in-service instruction for Senior Companions. Sponsors cannot assign volunteers to their own agency or organization.

At least 80 percent of the total project budget must provide direct benefits to Senior Companions such as a stipend, a daily meal, transportation to and from volunteer activities, uniforms or smocks, physical examination of volunteers, and accident and liability insurance. The stipend is by law not treated as income for any purpose. The other 20 percent of the funds are used for project costs such as staffing, space, and equipment.

Who Is Eligible?

To qualify as a Senior Companion, a person must:

- be 60 years of age or older;
- not exceed the maximum annual income level established by ACTION;
- no longer be regularly employed; and
- be capable and physically able to carry out Senior Companion responsibilities.

Any public or nonprofit private agency or organization, including state and local governments, may be eligible for funds.

How To Apply

Individuals interested in participating in the Senior Companion Program should request further information from the ACTION state or regional office, or write ACTION in Washington, DC.

Organizations interested in applying for funding must prepare the "ACTION Preliminary Inquiry Form," a short preapplication form available through ACTION state or regional offices. The Preliminary Inquiry is reviewed by the appropriate ACTION office which is obligated to respond within 30 days.

Formal application forms are submitted to ACTION if and when the Preliminary Inquiry is approved. A copy of the application is sent by the applicant to the state office on aging, which has 45 days to review and make recommendations on the application.

Within 120 days, ACTION will make the grant awards. The grants are normally awarded for one year, but can be continued. Payments are disbursed quarterly.

Programs Funded

ACTION will fund up to 90 percent of the local project budget. Sponsors must share at least 10 percent of the total project costs with cash, in-kind* contributions, or a combination of both types of support. In exceptional cases, ACTION will make grants in excess of 90 percent. The anticipated average grant size is $120,000. Currently the program is funding 46 local projects in 39 states with eight new projects anticipated for states not yet participating in the program.

Other Issues To Consider

Beyond providing meaningful volunteer activities for older low-income persons, this program can help adults with disabilities remain in their own communities or promote the early return to the community of adults living in institutions.

For Further Information

The following publications are available through ACTION: "ACTION: Meeting Community Needs Through Volunteerism" and the Senior Companion Program Operations Handbook.

Public Law:
93-113, Domestic Volunteer Service Act of 1973, Title II, Part B, Section 211(b) as amended

United States Code:
42 USC 5011-5023

Code of Federal Regulations:
45 CFR 1207

Catalog of Federal Domestic Assistance:
OMB Number 72.008

Federal Agency:
Older Americans Volunteer Program
ACTION
806 Connecticut Ave., NW
Washington, DC 20525
(202) 254-7310

Title XX—Social Services

Purpose

Title XX of the Social Security Act authorizes federal grants to states to design, administer, and provide social services.

Services

All social services provided by states must be directed to one of five basic goals:

- to help people become or remain economically self-supporting;
- to help people become or remain self-sufficient (be able to care for themselves);
- to protect children and adults who cannot protect themselves from abuse, neglect, and exploitation, and to keep families intact;
- to prevent and reduce inappropriate institutionalization by providing services in the home and community; and
- to arrange for referral or placement of an individual in an institution if necessary, and to provide services to individuals within institutions in certain circumstances.

Because of the intentionally flexible guidelines of Title XX, there is little uniformity among the states in what services are available, or whether they are available throughout the state. The following are examples of services offered in some states:

Adult day care
Child day care
Chore services
Companionship services
Consumer education and protection
Counseling
Emergency shelter
Employment services
Escort services
Family planning
Foster care
Health education
Health-related services
Home-delivered meals
Home management
Homemaker services
Housing improvement
Information and referral
In-home supervision
Legal services
Nutrition services
Protective services for children and adults
Respite care
Special group services
Training
Transportation

Although Title XX does not mandate what specific services must be provided by states, the Comprehensive Annual State Plan (CASP), generally referred to as the state services plan, must include:

- at least one service directed to each Title XX goal; and
- at least three services directed to Supplemental Security Income (SSI) (see p. 6.29) recipients (aged and disabled).

Prohibited from federal reimbursement under Title XX are:

- cash benefits;
- capital expenditures*;
- free educational services offered by the public schools;
- medical services available under Medicaid (see p. 5.23) or Medicare;
- room and board (except under special circumstances);
- child care that does not meet federal, state, or local standards; and
- direct payments to institutions to provide services.

A broad spectrum of Title XX services can be directed to the developmentally disabled including counseling, casework, employment training, and home-based services such as:

- Homemaker services—general household management activities on a temporary basis to teach clients about meal preparation, child care, and routine household care;
- Chore services—home maintenance activities like repairs, yardwork, shopping, and house cleaning;
- Home management services—formal or informal instruction and training in child care, home maintenance, meal preparation, budget management, and consumer education; and
- Respite care—temporary, short-term care to relieve parents of the full-time responsibilities of caring for handicapped children. The length of respite care can be flexible depending on the needs of individual families.

Of the 51 fiscal year 1977 CASP's, 50 describe services which can be applied to developmentally disabled people, and 25 provide for separate services targeted to developmentally disabled individuals.

Title XX allows the combination of services into "clusters" which are designed to meet special service needs. Appropriate clusters of services can then be designated for targeted groups such as:

- developmentally disabled;
- children;
- aged;
- mentally retarded;
- blind;
- emotionally disturbed;
- physically handicapped;
- alcoholics; and
- drug addicts.

Every service within a cluster must be defined specifically so that it is clear exactly what activities are included in the provision of the service.

Services may be provided by the Title XX state agency or by other public or private nonprofit agencies or organizations through purchase of service contracts.* All social services, whether provided by the Title XX agency or under contracts with other agencies, are 75 percent federally funded and 25 percent funded by state, local, or private sources, except for family planning which is 90 percent federally funded.

A special category of contracts operates under a funding mechanism called "donated funds." Services provided under donated funds contracts differ from purchase of service contracts in that no state or municipal money is expended. Instead, a donor, usually a nonprofit private agency such as a United Way, donates 25 percent of the cost of a service contract; the remaining 75 percent is provided by the federal government. The donating agency may select the type of services to be provided and the geographical location for the provision of services, but not the service provider.

There is no difference between donated funds contracts or purchase of service contracts with regard to the kinds of services contracted or the applicants eligible to provide services.

Who Is Eligible?

A. Individual eligibility for Title XX services is based on income criteria, except for the following universal services which are provided to anyone regardless of income:

- information and referral services;
- protective services for children and adults; and
- family planning.

Eligibility requirements may vary; income limits may be different for individual services or for categories of people, and individual services may be limited to a specific category of eligible people. Basically, eligibility falls into two income categories:

Persons Receiving Financial Assistance

A state must offer one or more services to anyone who receives cash payments under Aid for Families with Dependent Children (AFDC) (see p. 6.25) or SSI. Related to this category of eligibility, Title XX requires states to spend at least 50 percent of their allotment on:

- persons receiving AFDC, SSI, or Medicaid;
- persons eligible to receive AFDC, SSI, or Medicaid; or
- those whose needs are considered in determining the eligibility of persons receiving AFDC, SSI, or Medicaid (such as family members).

Persons with Low or Moderate Incomes

People not receiving financial assistance whose income is less than 80 percent of the state's median income may receive free services if specified in the state plan, which will also include the median income figures. States must charge reasonable fees, based on income, to persons whose income is between 80-115 percent of the state's median income with adjustments for family size.

States may choose to impose fees for services on persons whose income falls below 80 percent of the state's median income with adjustments for family size. It is the state's decision to set the upper level of median income. Fees may also be charged for services to people receiving financial assistance.

B. Public or private nonprofit agencies and organizations may be eligible to provide social services under purchase of service contracts.

How To Apply

A. An individual or family in need of services can apply to the Title XX state agency (usually the state welfare department) or, if appropriate, to a service provider under contract with the Title XX agency. The Title XX agency refers people to the appropriate agency or organization under contract.
B. Agencies or organizations interested in providing services under contracts, with or without donated funds, should apply to the Title XX state agency.

Programs Funded

Title XX has a national ceiling of $2.5 billion for federal reimbursement. Money is allocated to the states for social services through a formula grant based on a state's population. States spend their formula allotment and are reimbursed for 75 percent of their expenditures. Not all states spend up to their "ceiling" or total allotment (see Figure 4.1, "Comparison of Title XX Allotment and Expenditures").

Apart from the $2.5 billion social service budget, Congress appropriated an additional $200 million specifically for day care through fiscal year 1977. The same Title XX formula is used to divide day-care money which is 100 percent federally funded. There is currently proposed legislation to permanently incorporate the $200 million into Title XX, thereby raising the ceiling to $2.7 billion. This money would still be earmarked* for day care.

Other Issues To Consider

The federal regulations implementing the Title XX program require states to provide for a system of fair hearings if services are denied or terminated.

In order to influence the direction of social services in any state, it is essential to be knowledgeable about the Comprehensive Annual State Plan, and be involved in the actual planning process.

The proposed services plan must describe what each state hopes to achieve by providing services, who is eligible to receive services, which services will be offered statewide and which will be offered regionally, estimated expenditures for each service, categories of clients, and geographic areas where services are provided. Information about program administration, use of public and private agencies and volunteers, and locations where people can apply for services must also be included in the state plan.

The Governor must publish and make available to citizens of the state the proposed comprehensive annual services plan at least 45 days before the plan becomes effective. A summary of the proposed plan must appear at least three times in the newspapers with the largest distribution in each geographic area of the state. Copies of more detailed summaries must be available from the state social services agency. A toll-free or local number will be printed in the newspaper summary for people to call to obtain free copies. A complete proposed service plan must be made available for public review in public places in each locality, for example, public libraries.

When examining the state plan, you should find out what services have been specified, if the mandatory services are included, if the specific services in each cluster of services have been identified, and if groups of individuals such as disabled people have been targeted as groups in need of services.

The Governor must publish and make available to citizens of the state the proposed comprehensive annual services plan at least 45 days before the plan becomes effective. A summary of the proposed plan must appear at least three times in the newspapers with the largest distribution in each geographic area of the state. Copies of more detailed summaries must be available from the state social services agency. A toll-free or local number will be printed in the newspaper summary for people to call to obtain free copies. A complete proposed service plan must be made available for public review in public places in each locality, for example, public libraries.

When examining the state plan, you should find out what services have been specified, if the mandatory services are included, if the specific services in each cluster of services have been identified, and if groups of individuals such as disabled people have been targeted as groups in need of services.

Based on local needs, programs or program emphasis can vary from region to region within a state. These differences must be explained in the annual services plan. As of 1977, every state except Wyoming had included some services targeted for developmentally disabled people. It is estimated that more than $350 million is already reaching developmentally disabled people. Some states have paid much more attention than others, however.

To find out whether there is money for new services, scrutinize the budget. Look to see if your state has spent up to its ceiling, or if your state is overmatched (if the state has contributed additional funds for services). If no money exists for a particular service, participating in the planning process is one method of influencing the state's direction in addressing needs by redesigning or substituting services. A public hearing must be held 90 days before the plan takes effect. Go and voice your opinion. During the comment period, submit your concerns, suggestions, or comments in writing. Try to gain support for any changes you think should be instituted.

Another aspect of the state planning process is to consider the state agency designated by the Governor to administer Title XX. The performance of the designated state agency should be evaluated in terms of its ability to execute effectively its responsibilities in administering the program. If the agency is an ineffective agent, advocates should urge the Governor to consider a redesignation of the Title XX agency.

For Further Information

Public Law:
Title XX of the Social Security Act of 1935, as amended

United States Code:
42 USC 1297

Code of Federal Regulations:
45 CFR 228

Catalog of Federal Domestic Assistance:
OMB Number 13.771

Federal Agency:
Public Services Administration
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 245-0222

Figure 4.1

Comparison of Title XX Allotments to Expenditures

	Federal Allotment ($) FY 1976	Percentage of Allotment Spent FY 1976	Federal Allotment ($) FY 1978
Alabama	42,250,000	71	42,500,000
Alaska	4,000,000	100	4,250,000
Arizona	24,500,000	26	26,000,000
Arkansas	24,250,000	49	24,750,000
California	245,500,000	100	248,500,000
Colorado	29,000,000	100	29,500,000
Connecticut	36,750,000	100	36,250,000
Delaware	6,750,000	94	6,750,000
District of Columbia	9,000,000	100	8,500,000
Florida	91,500,000	97	98,000,000
Georgia	57,000,000	92	57,750,000
Hawaii	10,000,000	83	10,250,000
Idaho	9,250,000	100	9,750,000
Illinois	133,750,000	70	130,750,000
Indiana	63,250,000	14	62,250,000
Iowa	34,500,000	100	33,750,000
Kansas	27,250,000	65	26,500,000
Kentucky	39,750,000	100	37,750,000
Louisiana	44,750,000	71	44,750,000
Maine	12,250,000	83	12,500,000
Maryland	48,500,000	91	48,000,000
Massachusetts	69,250,000	93	68,250,000
Michigan	107,750,000	95	107,500,000
Minnesota	46,500,000	100	46,000,000
Mississippi	27,250,000	31	27,500,000
Missouri	56,750,000	50	55,750,000
Montana	8,500,000	100	8,750,000
Nebraska	18,250,000	100	18,250,000
Nevada	6,500,000	59	7,000,000
New Hampshire	9,500,000	75	9,500,000
New Jersey	87,750,000	94	85,750,000
New Mexico	13,250,000	80	13,500,000
New York	217,500,000	100	212,500,000
North Carolina	62,750,000	66	64,000,000
North Dakota	7,500,000	74	7,500,000
Ohio	127,750,000	48	126,250,000
Oklahoma	31,750,000	84	31,750,000
Oregon	26,500,000	98	26,750,000
Pennsylvania	141,750,000	81	136,750,000
Rhode Island	11,500,000	100	10,750,000
South Carolina	32,500,000	85	33,000,000
South Dakota	8,250,000	79	8,000,000
Tennessee	49,250,000	56	49,250,000
Texas	140,500,000	100	143,500,000
Utah	13,750,000	75	14,250,000
Vermont	5,500,000	100	5,500,000
Virginia	57,250,000	67	58,250,000
Washington	40,750,000	100	41,500,000
West Virginia	21,500,000	91	21,250,000
Wisconsin	54,500,000	100	54,000,000
Wyoming	4,250,000	89	4,500,000
TOTAL	$2,500,000,000	83	$2,500,000,000

WIN—Supportive Services

Work Incentive Program

Purpose

Formula grants are awarded to states to help persons receiving Aid to Families with Dependent Children (AFDC) (see p. 6.25) become self-supporting.

Services

Supportive services such as day care and counseling are provided for one to three months to people who register for the WIN program in non-salaried activities. Supportive services are also provided for one to three months after WIN registrants have obtained salaried employment, including on-the-job training and public service employment. These services may also last for the duration of training, which generally does not last more than one year.

A Separate Administrative Unit (SAU) of the welfare agency coordinates WIN supportive services and uses existing resources or purchased services. This unit is responsible for determining which services are needed for an individual to participate in the WIN program, and arranges or provides the required services. It also certifies whether an individual can be placed in training or employment.

WIN-funded services include:

Day Care

Day care is provided for infants, preschool, and school-age children during a portion of the day inside or outside a child's own home. The parent should be involved in the decisions about appropriate day-care setting, according to the age or special needs of a child; these decisions may include plans for interim or emergency care. A registrant cannot refuse the available care unless he or she can arrange for other day care that is no more expensive than WIN arrangements. WIN funds can be used to pay for the alternative arrangements. All day care must meet federal interagency day-care standards.

Costs of transportation to and from day care may be paid for by WIN. When WIN-funded supportive services end, cost for day care can be subsidized in part or in full under Title XX—Social Services (see p. 4.93).

Family Planning

Family planning services enable individuals including minors to limit voluntarily their family size or to space their children.

Services include:

- counseling;
- education; and
- medical services (such as drugs and supplies) provided by a physician.

Acceptance of family planning is voluntary and not a condition to any other WIN service. Medicaid (see p. 5.23) is the primary source for family planning services, but WIN will pay for family planning if the registrant is ineligible for Medicaid.

Counseling

Through counseling, a participating individual is assisted in the resolution of problems that may interfere with employability. In addition, the SAU provides up to 60 days of counseling for certified registrants who refuse to participate in WIN without good cause.

Counseling may cover:

- the requirements of the WIN program;
- adjustments in personal or family life styles;
- home management (such as budgeting, home maintenance, food and nutrition, and consumer education);
- housing (such as referral to public or other housing resources or reporting housing code violations); and
- information about and referral to other services (such as family guidance clinics, educational and medical facilities, and legal aid).

Employment-Related Medical and Remedial Care and Health-Related Services

Medical, remedial, and health-care services which are not available under Medicaid or other public health programs are funded by WIN if directed toward overcoming physical or emotional health problems which interfere with employability. The need for a medical or psychological examination and further treatment is determined by the SAU during initial interviewing for participation in the program.

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Selected Vocational Rehabilitation Services

If a client needs therapeutic and restorative services to remove physical or mental barriers to employment, WIN will refer him or her to the vocational rehabilitation agency. WIN funds such services only when they are unavailable through the vocational rehabilitation agency.

Other Supportive Services

Other supportive services may be funded by WIN if they are included in the WIN state plan and approved by the WIN sponsor, usually the state public employment agency.

Who Is Eligible?

All persons applying for AFDC are required to register for WIN unless exempt. Those exempt from registration include:

- children under 16, or under 21 if they are attending school full time;
- people who are sick, disabled, or elderly (65 or older);
- people living too far from a WIN project;
- people caring for a sick or disabled member of the household;
- mothers or other relatives caring for children under six; and
- mothers or other women caring for children in homes where fathers or other male relatives register.

Persons who are exempt from WIN can volunteer to participate.

State welfare agencies are eligible for formula grants for child care and supportive services.

How To Apply

When a person applies for AFDC, he or she must also register for WIN, unless exempt. Registrants must take part in each activity and accept appropriate employment or risk losing their family's benefits (see WIN—Employment Services, p. 6.19). The state welfare agency and the state department of employment jointly submit to the Regional Coordination Committee a state WIN plan which includes the provisions for child day care and employment-related supportive services.

Other Issues To Consider

AFDC recipients have rights in regard to the WIN program, including the right to:

- dispute a nonexempt classification;
- volunteer if exempted;
- leave WIN as a volunteer participant and continue AFDC payments;
- refuse a job that does not meet certain standards;
- have equal opportunity and fair treatment in work or training; and
- have a fair hearing on disputed matters.

There are also safeguards against losing money. The WIN program does not require a person to:

- give up AFDC benefits for training;
- take a job that pays wages below federal standards;
- take a job that pays less than AFDC benefits plus the cost of working;
- move out of town for work;
- take a job which discriminates on the basis of race or sex; or
- start working without child-care arrangements and other necessary supportive services.

The welfare agency is responsible for resolving disputes about exemption from registration. Other disputes are handled by the local WIN office.

In some cases, parents with severely disabled children cannot be provided with adequate child-care services. If so, they are not exempted from the WIN program, nor do they lose their AFDC benefits.

For Further Information

For the "WIN Handbook," "Federal Interagency Day Care Requirements," "Guides for Day-Care Licensing" and other publications and information, contact the Regional Coordination Committee in the Regional Office of DHEW.

Public Law:
Title IV-A of the Social Security Act of 1935, as amended

United States Code:
42 USC 602, 630

Code of Federal Regulations:
45 CFR 224

Catalog of Federal Domestic Assistance:
OMB Number 13.748

Federal Agency:
Division of Employment Incentives
Public Services Administration
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 376-6377

Transportation

Overview

Air Transportation for the Handicapped

Section 16(b)
Transportation for the Handicapped and Elderly

Urban Mass Transportation Assistance Program

Urban Mass Transportation Capital Grants and Loans

Urban Mass Transportation Demonstration Grants

Transportation Overview

***Service Need Definition:* Transportation services are aimed at providing safe, efficient, convenient, and affordable means of transporting individuals and goods.**

Most standard transportation services do not meet the needs of the developmentally disabled. Public transportation may not be available or, if available, may be unusable because of physical or informational barriers. In addition, as a group people with developmental disabilities are economically disadvantaged, and so are less likely than a nonhandicapped person to be able to afford a car (if they can drive), taxi fares, or even bus fares. Finally, the disabled may require special transportation services to reach locations where services are provided to them, such as a rehabilitation center.

The four main programs described in this section are funded by the Urban Mass Transportation Administration (UMTA), which is part of the Department of Transportation. One of the programs, Section 16(b), Capital Grants To Provide Transportation for the Elderly and Handicapped, offers assistance to help meet some of the specific needs of the disabled. Grants are awarded to help provide transportation to the handicapped and elderly when existing mass transportation services are unavailable, insufficient, or inappropriate.

UMTA distributes formula grant funds to urban areas through the Urban Mass Transportation Assistance Program. These funds can be used for acquisition, construction, and improvement of transportation-related facilities as well as for operating expenses. Any transportation system using these funds must charge half fare or less to the handicapped and the elderly during non-rush hour periods.

The Urban Mass Transportation Capital Grants and Loans program assists urban transit systems in the acquisition, construction, and improvement of facilities and equipment. All new facilities constructed with these funds must be totally accessible to handicapped people, including those in wheelchairs.

A final UMTA program discussed in this section, Urban Mass Transportation Demonstration Grants, supports the development of new facilities, equipment, techniques, and methods to improve mass transportation services provided to everyone, including the disabled.

Since UMTA generally does not provide full funding for projects under any of these programs, other sources must be found to cover costs. Two possible sources of partially financing the operation of a transportation system are Title XX—Social Services (see p. 4.93) and Vocational Rehabilitation—Basic Support (see p. 7.9). These two sources of federal-state funds can pay costs attributable to the transportation of people to obtain services provided under these programs. For example, if it can be shown that people traveling to obtain vocational rehabilitation services accounted for 5 percent of a transit system's passenger miles, it may be possible to receive funds from the vocational rehabilitation formula grant to cover 5 percent of the system's budget. Other programs such as Medicaid (see p. 5.23) and Maternal and Child Health Services (see p. 5.21) can also pay for client transportation under certain circumstances.

The final program described in this section is Air Transportation for the Handicapped. Through this program, the Federal Aviation Administration requires all commercial airlines to ensure that the handicapped receive fair treatment.

Air Transportation for the Handicapped

Purpose

This program ensures that the handicapped are treated fairly by the commercial airlines.

Services

The Federal Aviation Administration (FAA) has recently passed regulations providing that no airline may refuse to carry a passenger because he or she is handicapped on the basis that his or her presence would be a danger to the flight.

FAA advises airline personnel on ways to deal with handicapped passengers and guide dogs.

Who Is Eligible?

All handicapped people who travel by air are protected by these regulations.

How To Apply

A handicapped person should notify the airline on which he or she will be traveling about his or her handicapping condition. The airline will inform the individual of its procedures. The person must follow an airline's rules or will be refused passage on its flights.

Each carrier is allowed to develop procedures which are appropriate to its own operations and aircraft. These procedures are submitted to FAA for approval or disapproval. FAA will make changes in the procedures for safety and in the public interest, if necessary.

Programs Funded

This program has only been in effect since May 16, 1977.

For Further Information

The FAA has published an advisory circular entitled "Air Transportation of Handicapped Persons" to assist the airlines with their task of developing procedures for handicapped passengers.

This program is authorized by the current Federal Air Regulations issued by the Federal Aviation Administration. These regulations cannot be found in the *U.S. Code* or the *Code of Federal Regulations* since they were recently issued. Regulations and other publications relating to the program, however, may be obtained by writing to the FAA.

Federal Agency:
Federal Aviation Administration
Department of Transportation
800 Independence Ave., SW
Washington, DC 20591
(202) 426-8058

Section 16(b)

Transportation for the Handicapped and Elderly

Purpose

This program assists private nonprofit organizations in the provision of transportation services for elderly and handicapped persons.

Services

The Urban Mass Transportation Administration (UMTA) makes capital grants* to private, nonprofit organizations so that they can provide transportation services for elderly and handicapped persons when existing mass transportation services are unavailable, insufficient, or inappropriate. These formula grant funds are apportioned to the states which are in turn responsible for selecting local projects and preparing a statewide application for UMTA. Permissible expenditures include the purchase of conventional and paratransit vehicles[1] and other equipment, and the construction or renovation of buildings and related facilities associated with providing local and regional (not intercity) transportation services to the elderly and handicapped. UMTA will provide 80 percent of the funds for eligible expenses. The remaining 20 percent must be provided by nonfederal sources, such as state and local governments and private contributions. This program does not fund operational expenses such as maintenance, drivers, or gasoline.

Who Is Eligible?

Applicants must be nonprofit organizations.

How To Apply

Organizations must apply to UMTA through their designated state agency which is usually the state department of transportation. Applications and "sample formats" can be obtained from UMTA. In urban areas there must be coordination with the total mass transportation plan for the region. In nonurban areas a communitywide transportation plan is required, but grants may be awarded upon the state's assurance that such a plan will be developed within 12 months.

To protect the interests of existing public and private transit and paratransit operators, the applications to UMTA from private nonprofit organizations must be accompanied by a statement finding that:

- the services provided or offered by existing public or private transit or paratransit operators are unavailable, insufficient, or inappropriate to meet the special needs of elderly and/or handicapped persons within a service area; and
- private transit and paratransit operators have been afforded a fair and timely opportunity to participate, to the maximum extent feasible, in the development of the transportation programs and in the provision of the proposed special transportation services for elderly and handicapped persons.

Programs Funded

The vast majority of projects funded involve the purchase by an agency of one or more small buses used to transport its clients to its own services or to services provided by other agencies.

Other Issues To Consider

If your organization is interested in sponsoring a transportation service financed under this program, contact local transit and paratransit operators, such as taxi companies, to seek their support.

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[1] *"Paratransit" refers to transportation other than that provided by big buses and trains on fixed schedules and fixed routes. In other words, "paratransit" includes minibuses, taxis, stationwagons, or vans, typically providing services with routes and schedules that vary with demand.*

For Further Information

The name and address of the state administering agency for this program can be obtained from your Governor's office. At the local level, consult your transportation authority. Regulations and other publications relating to this program can be obtained by writing the Urban Mass Transportation Administration.

Public Law:
88-365, Urban Mass Transportation Act of 1964, as amended by P.L. 95-503

United States Code:
49 USC 1601 et seq.

Code of Federal Regulations:
49 CFR 601.2

Catalog of Federal Domestic Assistance:
OMB Numbers 20.500, 20.501

Federal Agency:
Office of Capital Assistance
Urban Mass Transportation Administration
400 7th St., SW
Washington, DC 20590
(202) 426-4020 or 472-2440

Urban Mass Transportation Assistance Program

Purpose

This program gives financial assistance to public transit operators.

Services

The Urban Mass Transportation Administration (UMTA) administers this formula grant program, which provides assistance in two areas:

- acquisition, construction, and improvement of facilities and equipment for use in mass transportation service; and
- payment of operating expenses to improve or continue such service.

Funds are allotted to the states according to population density. In each state the Governor designates an agency to receive and distribute these funds to urban areas of more than 200,000 population. The Governor dispenses the funds directly to smaller urban areas. Any area receiving operating funds under this program is required to charge one-half fare or less to elderly and handicapped persons riding during non-rush hour periods.

Who Is Eligible?

Public and private operators of mass transportation services in urban areas may apply for these funds.

How To Apply

Applications are submitted to UMTA along with certification that a public hearing has been conducted on the proposed use of the funds and an environmental impact statement.*

Programs Funded

Although this program does not focus on a particular target group, projects for the elderly and handicapped are specifically considered. For example, the Southeastern Regional Transit Authority in New Bedford, Massachusetts, used UMTA capital grant funds to adapt two used buses with a wheelchair lift, a front step that lowers, and room for four wheelchairs. The total cost of adapting the buses was $13,000, as compared to a purchase price of $107,000 for two new buses similarly equipped.

For Further Information

Potential applicants for this program should secure the following pamphlets from UMTA:

"Program Information for Capital Grants and Technical Studies Grants"
"Guidelines for Project Administration"
"Interim Application Instructions for Section 5 Capital and Operating Assistance Projects"

Public Law:
88-365, Urban Mass Transportation Act of 1964, as amended by P.L. 93-503, National Mass Transportation Assistance Act of 1974

United States Code:
49 USC 1601 et seq.

Code of Federal Regulations:
49 CFR 601.2

Catalog of Federal Domestic Assistance:
OMB Number 20.507

Federal Agency:
Urban Mass Transportation Administration
Department of Transportation
400 7th St., SW
Washington, DC 20590
(202) 426-4995

Urban Mass Transportation Capital Grants and Loans

Purpose

The purpose of this program is to help public agencies or private transportation companies provide mass transportation services in urban areas.

Services

Through grants and loans, this program assists in financing the acquisition, construction, reconstruction, and improvement of facilities and equipment for use in mass transportation service for urban areas and in coordinating services with highways and other forms of transportation. These funds can be used to purchase land, buses, other transportation vehicles, and other property needed for an efficient and coordinated mass transportation system.

Capital grants* may not exceed 80 percent of the value of the project; the remaining funds must be provided by other sources, such as state or local government appropriations. Operating expenses are not covered.

Who Is Eligible?

Public agencies and private transportation companies through contractual arrangements with a public agency are eligible for grants and loans under this program.

How To Apply

Interested agencies and companies apply to the Urban Mass Transportation Administration (UMTA). The applicant must give adequate public notice of its intent to apply for UMTA grants or loans. The social, economic, and environmental impact of the project must be considered, and the project must be consistent with official plans for comprehensive development of urban areas.

Programs Funded

A variety of projects has been funded under this program—from the purchase of one bus to the building of an entire urban rail-transit system.

Other Issues To Consider

Projects receiving funds under this program are required to address the needs of the elderly and the handicapped. How they address such needs, however, is by no means clear. The transportation program specifically designed for the handicapped and the elderly is discussed separately under Capital Grants To Provide Transportation to the Elderly and the Handicapped (see p. 4.107).

The law and the regulations are quite definite that all newly constructed fixed facilities, such as terminals and rail transit systems, must be totally accessible to handicapped people, including those in wheelchairs. The issue is much less clear where modifications of existing systems and the purchase of buses are concerned. In these cases there is still a question as to whether provision of a separate special transportation system excuses a public transit operator from making accessible the regular public transit systems that serve handicapped persons.

Advocacy groups should get involved in the transportation planning process by maintaining contact with their local or state transportation agency and by attending public hearings, which are required by law. If the local or state agency proves unresponsive to the needs of the handicapped, the U.S. Department of Transportation can be petitioned to withhold funding from the unresponsive agency. Ultimately, appeal can be made to the federal courts.

On May 19, 1977, Transportation Secretary Brock Adams announced that all buses purchased by transit systems after September 30, 1977, must have accessibility features including low floors and ramps. The implementation of this order will require monitoring by advocacy organizations.

For Further Information

Regulations and other information can be obtained by writing the Office of Capital Assistance at UMTA.

Public Law:
88-365, Urban Mass Transportation Act of 1964, as amended by P.L. 93-503

United States Code:
49 USC 1601 et seq.

Code of Federal Regulations:
49 CFR 601.2

Catalog of Federal Domestic Assistance:
OMB Number 20.500

Federal Agency:
Office of Capital Assistance
Urban Mass Transportation Administration
400 7th Street, SW
Washington, DC 20590
(202) 426-4020 or 472-2440

Urban Mass Transportation Demonstration Grants

Purpose

The intent of this program is to develop new facilities, equipment, techniques, and methods that will reduce urban transportation problems and improve mass transportation service.

Services

Through this program, the Urban Mass Transportation Administration (UMTA) awards research contracts and project grants to develop, test, and promote innovative and nationally relevant services and methods relating to public transportation. The goal of the program is to develop new techniques and concepts for using existing transit equipment to improve the quality and quantity of public transportation. A major concern is providing improved mobility for those dependent on public transit, including persons who are elderly or handicapped, in a manner that will contribute to sound city planning without polluting the air.

Who Is Eligible?

Public transit authorities, transit manufacturers and suppliers, and transit consultants are eligible for these demonstration grants.

How To Apply

Potential applicants should contact UMTA to check if their concept is compatible with current UMTA demonstration plan priorities. After an applicant submits his or her initial proposal for review, UMTA will advise the applicant whether to submit a formal application.

Programs Funded

For fiscal years 1970-1976, an estimated $145.9 million was obligated for multiyear projects that specifically considered the needs of the elderly and the handicapped. These demonstration projects have included:

- testing the viability and effectiveness of reduced-fare subsidies for the elderly and handicapped;
- starting a large city transport service that is coordinated with health and social service agencies; and
- conducting a demonstration of a comprehensive transit system for the elderly and the handicapped.

For Further Information

Those wishing more information on the demonstration grant program should write to UMTA to obain two pamphlets entitled "Program Information for R and D projects" and "Guidelines for Project Administration."

Public Law:
88-365, Urban Mass Transportation Act of 1964, as amended by P.L. 93-503, National Mass Transportation Assistance Act of 1974

United States Code:
49 USC 1601 et seq.

Code of Federal Regulations:
49 CFR 601

Catalog of Federal Domestic Assistance:
OMB Number 20.506

Federal Agency:
Division of Service and Methods Demonstrations
Urban Mass Transportation Administration
Department of Transportation
400 7th St., SW
Washington, DC 20590
(202) 426-4984

Mental Health

Overview

Community Mental Health Centers —Basic Support

Community Mental Health Centers —Children's Services

Community Mental Health Centers —Staffing and Construction

Mental Health Overview

Service Need Definition:* *Mental health services are aimed at preventing mental illness and improving the mental health of individuals and their families by ensuring care and treatment

Federal money for mental health is primarily routed through community mental health centers (CMHC) to provide services to members of the local community. Grant funds may also be awarded to other agencies and institutions; for these projects, direct mental health services are provided to individuals only as an offshoot of the research, training, development, and other activities that have been funded.

The seven mental health programs described in this Guide financially support:

- program development;
- staffing of facilities;
- construction or renovation of facilities;
- research; and
- training.

Only three of these programs are included in the *Mental Health* service need category because they are the programs most closely related to the direct provision of mental health services. They are:

- Community Mental Health Centers—Children's Services
- Community Mental Health Centers—Comprehensive Services Support; and
- Community Mental Health Centers—Staffing and Construction.

Two other mental health programs fall under the *Research* service need category. Funds are given directly to individuals conducting mental health research or to institutions sponsoring the research. These programs are:

- Mental Health Research Development Awards (see p. 8.15); and
- Mental Health Research Grants (see p. 8.17).

The final programs, Mental Health Clinical or Service-Related Training Grants (see p. 8.39), and Mental Health Research Service Awards for Research Training (see p. 8.41), can be found under the *Staff Development* service need category.

Advocates can be active in the area of mental health services in the following ways:

- as information and referral sources for consumers looking for mental health services;
- as advocates for the developmentally disabled with mental health administrators, program planners, and developers of state plans for CMHC's;
- as sources of information to CMHC staff who provide services to the developmentally disabed; and
- as designers of mental health research proposals in the area of developmental disabilities.

Many misconceptions about developmental disabilities still exist among mental health professionals; they must come to understand the psychological needs of the developmentally disabled and their families, and can benefit from learning more about the disabled in order to meet their needs more appropriately.

Community Mental Health Centers—Basic Support

Purpose

Project grants provide comprehensive mental health services through community mental health centers (CMHC).

Services

The comprehensive services which CMHC's must provide are:

- inpatient, outpatient, day care, partial hospitalization, and emergency services;
- specialized services for children;
- specialized services for the elderly;
- consultation and education services;
- assistance to courts and other public agencies in screening residents in the specified geographical (catchment) area being considered for referral for inpatient treatment in a state mental health facility;
- follow-up care for catchment area residents discharged from a mental facility;
- transitional halfway house services for catchment area residents who have been discharged from mental health facilities or who would require inpatient care without such halfway house services; and
- unless there is insufficient need, or the need is being met in some other way, specialized programs for the prevention, treatment, and rehabilitation of alcohol and drug abusers, alcoholics, and drug addicts.

Grants are provided in six areas by the Division of Mental Health Service Programs:

- planning grants to assess area needs for mental health services, design a CMHC program, obtain financial and professional assistance and support for the program, and encourage community involvement;
- operating grants for for the first eight years of a CMHC's existence;
- grants for consultation and education services;
- conversion grants, for up to two years, to enable centers funded under former legislation to provide additional services mandated by Title III of the Community Mental Health Center Amendments of 1975;
- financial distress grants, for up to three years, to enable CMHC's whose funding has run out to continue services delivery without substantially reducing either quality or quantity; and
- facilities assistance grants to build, buy, or remodel a CMHC, or initially equip it (no funds were available for this part of the program in fiscal year 1977).

Who Is Eligible?

Individuals who live or work in the catchment area of a CMHC are eligible for services provided under these grants.

Planning grants—Public and nonprofit organizations which are responsible for planning and program development for the catchment area and are located in an area which has not been awarded any CMHC grants are eligible for planning grants.

Operating grants—Public and nonprofit CMHC's and any public or nonprofit organization which is providing mental health services are eligible for operating grants. These centers and organizations must provide and coordinate mental health services, and within two years, have acceptable plans for providing all required services.

Consultation and education grants—Existing CMHC's, new CMHC's which have been awarded operating grants, and public or nonprofit entities are eligible for consultation and education grants.

Conversion grants—Current recipients of staffing grants (see Community Mental Health Centers—Staffing and Construction (see p. 5.7) and Mental Health Clinical or Service-Related Training Grants (see p. 8.39), operating grants, or financial distress grants which can demonstrate that there is going to be an operating deficit in one or more of newly required services are eligible for conversion grants.

Financial distress grants—CMHC's which are terminating the eighth (and final) year of staffing or operating grants, and which can demonstrate a need for further support in order to prevent a significant reduction in the types or quality of services provided or which are unable to provide the newly required services, are eligible for these grants.

Facilities assistance grants—Grantees who have CMHC construction or staffing support, child mental health staffing grant support, or drug abuse or alcohol staffing grant support are eligible for facilities assistance grants.

How To Apply

Individuals contact their local CMHC or state departments of mental health, social services, or human services to locate the nearest CMHC.

Projects must be part of an approved state plan for community mental health centers, approved by the appropriate state authority, and reviewed by project grant clearinghouses on the state, regional, or local level.

Applicants for these grants must apply on standard forms to the Division of Mental Health Service Programs at the Department of Health, Education, and Welfare Regional Office.

Other Issues To Consider

This program offers an almost limitless variety of possibilities for use by the developmentally disabled. Advocates can work with CMHC program planners to advise them of the mental health service needs of the developmentally disabled.

For Further Information

Contact the Division of Mental Health Service Programs of the appropriate DHEW Regional Office for further information on this program.

Public Law:
94-63, Community Mental Health Center Amendments of 1975, Title III

United States Code:
42 USC 2689 et seq.

Code of Federal Regulations:
Interim final regulations in *Federal Register*, Part I, June 30, 1976

Catalog of Federal Domestic Assistance:
OMB Number 13.295

Federal Agency:
Division of Mental Health Service Programs
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) 443-3606

Community Mental Health Centers—Children's Services

Purpose

Project grants are awarded to staff community mental health centers (CMHC) in order to provide services to children.

Services

Projects funded by these grants must provide specialized mental health services for children including:

- diagnosis;
- treatment;
- community liaison; and
- follow-up

Funds are alloted in decreasing amounts over eight years to pay a portion of staff salaries and training costs.

Who Is Eligible?

Children and their families living in or employed in the geographical area served by a CMHC who are in need of mental health services, regardless of ability to pay or current or past health condition, are eligible for services under this program.

Organizations eligible for grants include:

- public and private CMHC's; or if no CMHC exists
- other public and nonprofit organizations which can provide all required community mental health services within two years after the grant begins.

How To Apply

Individuals seeking mental health services can locate the nearest CMHC by contacting the state mental health agency or state department of human or social services.

Agencies may obtain preapplication consultation from the Division of Mental Health Service Programs of the Department of Health, Education, and Welfare (DHEW) Regional Offices. Consultation is not mandatory.

Applications must include the approval and recommendation of the appropriate state agencies. They are submitted to DHEW Regional Offices with a copy to the National Institute of Mental Health.

Programs Funded

Funds for this program are allocated on a matching* basis; programs must be jointly funded with other closely related federal financial assistance programs such as:

- Maternal and Child Health Services (see p. 5.21)
- Maternal and Child Health Training (see p. 8.37)
- Community Mental Health Centers—Basic Support (see p. 5.3)
- Mental Health Research Grants (see p. 8.17)
- Developmental Disabilities—Basic Support (see p. 7.3)
- Title XX—Social Services (see p. 4.93)

Project grants range from $26,355 to $691,481 per year.

For Further Information

For guidelines and regulations, contact the Division of Mental Health Service Programs.

Public Law:
94-63, Community Mental Health Centers Amendments of 1975, Part A, Section 203(e)

United States Code:
42 USC 2689 et seq.

Code of Federal Regulations:
45 CFR 74(Q)

Catalog of Federal Domestic Assistance:
OMB Number 13.259

Federal Agency:
Division of Mental Health Service Programs
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) 443-3606

Community Mental Health Centers—Staffing and Construction

Purpose

This program helps establish community mental health centers (CMHC) to improve the organization and distribution of mental health services in the local community.

Services

All individuals living in the community served by the CMHC can receive the entire range of mental health services such as direct services to clients, including treatment of children, the elderly, alcoholics, and drug addicts, and consultation and education services. Project funds may be used to:

- pay a portion of professional and technical staff salaries when personnel are providing new services within a CMHC. Staffing grants are for a period of eight years.
- construct new facilities.
- acquire, remodel, alter, or expand existing facilities which qualify as CMHC's.

Who Is Eligible?

All people living in the community served by a community mental health center are eligible for its services.

To be eligible for a staffing grant, the agency must be providing at least five essential services and proposing to provide a new one to the prescribed geographical area.

Public or nonprofit agencies, states, and political subdivisions with community mental health programs approved under the state plan are eligible for construction grants, but none of these grants have been awarded since 1976.

How To Apply

Individuals seeking mental health services can locate the nearest CMHC by contacting the state mental health agency or state department of human or social services.

Community projects wishing to apply for funds should contact the Department of Health, Education, and Welfare Regional Offices for staffing grants.

Programs Funded

The federal share of staffing costs may be up to 75 percent for the first two years, 60 percent for the third year, 45 percent for the fourth year, and 30 percent for the last four years. In locations designated as poverty areas, the federal share may be larger.

The number of staffing grants, as well as the amount of each grant, has declined significantly since 1976.

The last fiscal year in which new construction of mental health facilities was funded under this program was 1976, due to declining appropriations. In 1976, 18 new centers were constructed and 80 were restored or expanded.

Other Issues To Consider

Despite the limited available funding, it would appear that staffing grants are still viable under this program for agencies designated as CMHC's.

For Further Information

Information concerning mental health programs may be found in "The Comprehensive Mental Health Center," Public Health Service Publication No. 2136, which may be obtained at the Division of Mental Health Service Programs.

Public Law:
88-164, Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963, as amended by P.L. 94-63

United States Code:
42 USC 2689 et seq.

Code of Federal Regulations:
42 CFR 54.201-215

Catalog of Federal Domestic Assistance:
OMB Number 13.240

Federal Agency:
Division of Mental Health Service Programs
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) 443-3606

Physical Health

Overview

Crippled Children's Services

EPSDT
Early and Periodic Screening, Diagnosis, and Treatment

Family Planning Projects

Grants for Health Planning—Health Systems Agencies

Grants for State Health Planning and Development Agencies

Maternal and Child Health Services

Medicaid—Title XIX
Medical Assistance Program

Physical Health Overview

***Service Need Definition:* Physical health services are aimed at preventing illness or disability and improving the health of individuals and families by ensuring care and treatment.**

Of all the service needs discussed in this Guide, physical health is paramount—it is the core of an individual's well-being. Physical health services are especially important to developmentally disabled people since their disabilities often have physical manifestations. The major federally funded programs which can assist people in the area of health are described in this section. Most government-supported health services programs were authorized by the Social Security Act and its amendments (see Figure 6.1, p. 6.24 for a summary of benefits provided by this legislation). While none of these programs is designed to address specifically the health needs of the disabled, they can receive essential services through programs with the broad goal of improving health care for everyone or the goal of serving a particular group, such as children.

Certainly the most important federally funded health program is Medicaid, with its subsidiary program Early and Periodic Screening, Diagnosis, and Treatment (EPSDT). Medicaid can pay for a full range of basic health care services to people with low income or with medical expenses beyond their means. Most recipients of Medicaid are also eligible for other assistance programs, such as Aid to Families with Dependent Children (AFDC) (see p. 6.25), Supplemental Security Income (SSI) (see p. 6.29), and Food Stamps (see p. 4.15).

States are required to inform Medicaid recipients of EPSDT services, which are available to children under the age of 22. These services include physical exams, screening for dental, hearing, and vision problems, and assessments of development. The program's mandate is to identify health problems in children in order to prevent or ameliorate illness and other health problems. These screening services, as well as those offered under Crippled Children's Services, are among the most important health services available to the developmentally disabled.

While Crippled Children's Services was designed primarily to meet the needs of orthopedically impaired children, developmentally disabled children are eligible to receive its services. In addition, states are required to refer all children eligible for SSI to the crippled children's agency (or another appropriate agency) for screening, diagnosis, treatment, and referral to appropriate medical, education, and social services.

Maternal and Child Health Services provide screening, diagnosis, treatment, counseling, and other services to mothers and children, especially in rural and economically depressed areas. Projects funded by this program have included some dealing specifically with health needs of the mentally retarded.

In addition to these health service programs, this section also describes Family Planning Projects. This program funds projects which counsel individuals on birth control methods, supply birth control devices, and provide physical examinations.

The remaining two programs described in this section deal with health planning, statewide and locally. One supports the development of a State Health Planning and Development Agency in each state to plan for and oversee the physical and mental health activities throughout the state. The other program provides funds for Health Systems Agencies to plan for improved health care delivery for an area within a state. Both programs are relatively new, and both require active participation of consumers in their governments; these circumstances provide great potential for advocates to have a significant impact on the development of health care delivery systems for their areas and states in response to the needs of the developmentally disabled.

Crippled Children's Services

Purpose

This program extends and improves medical and related services to crippled children and children with conditions that lead to crippling.

Services

Formula and project grants provide funds to support the following services for children:

- the early identification (screening) of children in need of health care and services.
- diagnosis and evaluation of the condition of such children (in some states, diagnostic services must be provided without regard to eligibility requirements and at no cost to the child or family); and
- treatment services, including, at minimum, appropriate services by physicians, speech therapy, equipment needed for habilitation of disabled children, hospital care, and follow-up care as needed.

"Facilitating services" are also provided to varying degrees, according to individual state plans. These may include transportation, drugs and therapy, and supplies and equipment if necessary.

In addition, one part of Public Law 94-566, called the Mikva Amendment, provides that children eligible for Supplemental Security Income (SSI) (see p.) be referred to the state's crippled children's agency or another agency designated by the Governor. This agency must:

- provide appropriate counseling to disabled children and their families;
- develop an individual service plan for each child and promptly refer the child to appropriate medical, educational, and social services;
- monitor adherence to each individual's service plan; and
- provide preschool disabled youngsters and children who have never attended public school with medical, social, developmental, and rehabilitation services.

Who Is Eligible?

A "crippled child" in the context of this program means an individual below the age of 21 who has an organic disease, defect, or condition which may hinder the achievement of normal growth and development. This includes those who are developmentally disabled. Each state sets its own income eligibility criteria. The Mikva amendment requires that children eligible for SSI receive crippled children's services.

Public or nonprofit institutions of higher learning or public or nonprofit agencies and organizations, including state crippled children's agencies, are eligible to apply for special project grants of regional or national significance and for research grants and contracts.

States are eligible to receive formula grant funds.

How To Apply

Individuals interested in these services should contact the local health department, the state or county crippled children's agencies, or a local public health nurse to find out which services are provided in their area and where to apply for them.

Institutions of higher learning apply for project grants directly to the Office of Maternal and Child Health, Department of Health, Education, and Welfare (DHEW) in Rockville, MD.

State and other public agencies apply for project grants to the Office of Maternal and Child Health at DHEW Regional Offices.

For formula grants, states submit a state plan to the regional Office of Maternal and Child Health.

Programs Funded

The most widely known kind of crippled children's services program is the Crippled Children's Clinic which ordinarily operates from a local health department. Most of the children sought out to receive these services are those with orthopedic problems. As of 1975, the law requires that a certain portion of crippled children's services money be used for "special projects" as a condition for receiving funds. These special projects include clinics serving children with cleft palates, congenital abnormalities, hemophilia, and severely handicapped children who are missing limbs. Special studies at clinics also deal with the frequency of birth defects and handicapping conditions, the effectiveness of crippled children's clinics, and the use of pediatricians and health aides in clinics.

Nationally, $5 million in crippled children's services funds has been designated for services to mentally retarded children. These funds, in combination with certain Maternal and Child Health (see p. 5.21) funds, supported 166 mental retardation clinics that served over 75,000 mentally retarded children and their families in 1974.

A six-month experimental epilepsy clinic operated in Pocatello, Idaho, in 1974. As a result of caseload and cost information obtained during the pilot program, crippled children's services were extended to epileptic children on a statewide basis in Idaho as of July 1975.

Other Issues To Consider

It is clearly the intent of the federal law establishing crippled children's services to provide these services to children who are cerebral palsied, mentally retarded, and epileptic. While such intent is less clear with regard to autistic children, federal guidelines have definitely not excluded them.

The first line of exclusion for children with these four disabilities comes when a state establishes the types of crippling conditions it intends to serve with its share of crippled children's services funds. The next line of exclusion comes when specific programs are designed. For information about these programs examine the state plan or talk with state officials.

The 1975 requirement for "special projects" gives an excellent opportunity to consumers or consumer groups to work for special projects serving developmentally disabled children, such as the epilepsy project in Idaho.

A simple strategy for advocates to ensure that crippled children's funds are benefiting the developmentally disabled might be:

- Find out what crippling conditions your state has elected to serve. If the particular disability you are interested in is not included, begin activity to have it included.
- Find out from your crippled children's services state plan what programs your state has decided to support with crippled children's funds and what priorities are set for expenditure of these funds. Find out how these decisions are made. Consider how children with a particular disability can be served, and tell the decision-makers. Begin activity to have children with specific disabilities included in existing programs or in special projects.
- Design a special project or research project which suits the needs of a particular population (autistic, epileptic, cerebral palsied) not presently being served. Submit your proposal to the appropriate agency.

For Further Information

Regulations and other information about this program can be obtained by writing the Office for Maternal and Child Health, Department of Health, Education, and Welfare.

Public Law:
Title V of the Social Security Act of 1935, as amended

United States Code:
42 USC 704

Code of Federal Regulations:
45 CFR 16, 51a, 205

Catalog of Federal Domestic Assistance:
OMB Number 13.211

Federal Agency:
Office for Maternal and Child Health
Bureau of Community Health
Health Services Administration
Department of Health, Education, and Welfare
Rockville, MD 20852
(301) 443-6600

EPSDT

Early and Periodic Screening, Diagnosis, and Treatment

Purpose

The purpose of this program is to identify health problems facing young children so that early intervention can prevent illness or more serious difficulties.

Services

This program provides early and periodic screening, diagnosis and treatment (EPSDT) to low-income children under the age of 21. It is administered through Medicaid (see p. 5.23), a federal-state program enacted in 1965 to pay the basic medical costs incurred by certain low-income persons.

EPSDT requires the states to actively seek out all eligible children, inform their families about EPSDT, tell them where and how services can be obtained, and assist them with arranging appointments and transportation.

The basic screening package suggested in the EPSDT guidelines includes:

- taking a medical history and performing a physical exam;
- assessing immunization status;
- screening for dental, hearing, and vision problems;
- assessing development; and
- screening for anemia, lead absorption, tuberculosis, and sickle cell disease and trait.

All children suspected of having health problems must be referred for further diagnosis and treatment in accordance with the state's Medicaid plan. Treatment of hearing, visual, and dental defects, however, must be provided whether or not a state plan includes these services for eligible adults under the Medicaid program.

Who Is Eligible?

To be eligible, children must meet income criteria spelled out in each state Medicaid plan. All children under 21 who are members of families receiving cash assistance under Aid to Families with Dependent Children (AFDC) (See p. 6.25) are eligible. In most states, children receiving, or who are eligible to receive, Supplementary Security Income (SSI) (see p. 6.29) benefits are also eligible to receive EPSDT services. States have the option to provide EPSDT services to children of "medically needy" families that do not receive AFDC assistance and to certain other needy children regardless of family income or assets.

How To Apply

An individual may apply for EPSDT services by inquiring about them at the local health department or the local social services or welfare office. Application for EPSDT funding is made along with the application for other Medicaid funds.

EPSDT is a required program under the provisions of Title XIX of the Social Security Act (Medicaid). In other words, if a state wishes to receive funds for Medicaid, it must also include in the state plan provisions for an EPSDT program for all eligible individuals. The plan must include methods of making EPSDT services known to Medicaid recipients through outreach or other child-find efforts.

Programs Funded

EPSDT program officials in Washington point to the South Carolina EPSDT program as an excellent example of how such programs should function. Strengths of the South Carolina program are:

- a uniform statewide case management and reporting system using sophisticated computer technology that notifies local offices when it is time for each client to be contacted for follow-up;
- good in-service training for staff;
- full-time EPSDT staff at the state level;
- strong interagency cooperation between the department of social services which administers the program and the health department which conducts screening and treatment at the local level; and
- legislative support for the program.

The major weakness of the South Carolina program is a shortage of health service providers, especially in rural areas.

The screening package in South Carolina includes dental, hearing, and vision tests, a medical history, a physical examination, a nutritional assessment, immunization updates, the Denver Developmental Test, urine tests, TB skin tests, and tests for anemia, intestinal parasites, sickle cell anemia, PKU, lead if indicated, and venereal diseases.

Other Issues To Consider

States are *required* to make EPSDT services known to Medicaid recipients through outreach or other child-find efforts. If you are not aware of the program and/or not receiving services under this program and believe your child is eligible, contact your Medicaid office or appropriate state or local agency.

Individuals or consumer organizations interested in improving EPSDT services in their state should examine their state Medicaid plan and the state and federal regulations, and discuss their proposals with the state officials in charge of the program.

A penalty provision was added to the Social Security Act of 1972 which states that the federal share of AFDC matching funds would be reduced by one percent beginning in fiscal year 1975 if a state fails to inform the adults in AFDC families of the availability of child health screening services; fails to provide or arrange such services; or fails to arrange for and refer to appropriate corrective treatment those children who are suffering from an impairment.

For Further Information

The state administering agency for this program varies with each state; usually it is the state department of public welfare or public assistance, or the Medicaid office. At the local level, every county has a social service or welfare office that can provide information on the application of this program.

Your local public health nurse should also be able to give you information about EPSDT services. Regulations and other publications describing EPSDT services can be obtained by writing to the Health Care Financing Agency Regional Offices.

Public Law:
Title XIX of the Social Security Act of 1935, as amended

United States Code:
42 USC 1396

Code of Federal Regulations:
45 CFR 249

Catalog of Federal Domestic Assistance:
OMB Number 13.714

Federal Agency:
Health Care Financing Agency
Medical Services Administration
EPSDT Division, Room 4030
Department of Health, Education, and Welfare
330 C St., SW
Washington, DC 20201
(202) 245-6575

Family Planning Projects

Purpose

This program supports family planning projects that provide educational, medical, and social services necessary to enable individuals to determine freely the number and spacing of their children and that help reduce maternal and infant mortality.

Services

This program provides grants to support family planning projects which:

- provide contraceptive advice and services to individuals, including a variety of birth control methods;
- counsel individuals concerning birth control methods;
- provide physical examinations, including cancer detection tests and diagnostic and treatment services for infertility;
- supply birth control devices and supplies on a continual basis; and
- provide follow-up examinations.

These services must respect the privacy, dignity, and social and religious beliefs of the individuals being served.

Grant funds may not be used to construct buildings. They also may not be used to provide abortion as a method of family planning.

Who Is Eligible?

People who would not otherwise be able to get family planning services are eligible for services provided under this program. Priority is given to people from low-income families.

Any public or nonprofit agency, institution, or organization is eligible to apply for a project grant.

How To Apply

Individuals should contact their local health department to find out where they can receive these services.

A local health department or other public or nonprofit agency, organization, or institution submits applications for funds to the Regional Health Administration, Department of Health, Education, and Welfare. Applicants must also send a copy of the grant proposal to the appropriate state health planning agency or areawide planning agency (where such an agency has been established) for review and comment.

All grantees must contribute some amount in matching* funds, but the amount varies with each project. The average grant is for $250,000, but some have been for over $1,000,000.

For Further Information

Regulations and guidelines relating to this program can be obtained by writing the Program Office for Family Planning Services.

Public Law:
78-410, Public Health Services Act, Title X, Section 1001, as amended by P.L. 84-63

United States Code:
42 USC 300

Code of Federal Regulations:
42 CFR 59

Catalog of Federal Domestic Assistance:
OMB Number 13.217

Federal Agency:
Program Office for Family Planning Services
Bureau of Community Health Services
Health Services Administration
Department of Health, Education, and Welfare
5600 Fishers Lane
Rockville, MD 20852
(301) 443-2430

Grants for Health Planning—Health Systems Agencies

Purpose

This program improves health care delivery and the distribution of health care facilities and manpower, and attempts to hold down the increasing costs of physical and mental health care.

Services

Funds from this program can be used by Health Systems Agencies (HSA) to:

- pay HSA personnel;
- collect data,
- plan; and
- perform other legally specified functions directly or through contracts.

Funds from this program may *not* be used to:

- provide health services;
- pay, under a grant or contract, for the delivery of health services; or
- develop or build health care facilities.

Who Is Eligible?

Nonprofit corporations, local governments, and regional planning bodies can apply for HSA status. The HSA for a particular area is then eligible for funds through this program.

How To Apply

Applicants must submit to the Regional Health Administration, Department of Health, Education, and Welfare, evidence of legal status, by-laws, operating rules, proposed work program, evidence of public and governmental involvement in the creation of the HSA, reports of public meetings held to discuss the agency, and application forms which the Regional Health Administration can provide. These documents must also be submitted to state and area A-95* agencies and to the Governor.

Programs Funded

This program is the primary funding source for area HSA's. The Western New York HSA (the first HSA to be established) gathers data, sets health care service goals and objectives, develops long-range and annual implementation plans, provides technical assistance and limited financial assistance to groups involved in implementing the plans, has review and approval/disapproval authority over the use of federal funds for health programs within the health service area, coordinates health planning activities with other agencies, assists the state in review of capital expenditures for health care facilities, advises the state in assessing the appropriateness of existing institutional health care services, and recommends to the state projects for renovation, construction, or conversion of health care facilities in the area.

This HSA has taken under consideration the special health care needs of the developmentally disabled population in their eight-county area, and has task forces on particular elements of the developmentally disabled population (such as mental retardation), but has not developed a complete health plan for this population.

Other Issues To Consider

Developmental disabilities advocates should find out, by calling the Governor's office, if an HSA has been formed in their area. They should then take action to get strong advocates appointed or elected to HSA governing boards or task forces dealing with health care issues affecting the developmentally disabled population.

For Further Information

This program is administered largely at the regional level. Write the Regional Health Administrator, Public Health Services, for information and regulations relating to this program.

Public Law:
Public Health Services Act of 1921, Title XV, Part B, as amended by P.L. 93-641

United States Code:
42 USC 3001

Code of Federal Regulations:
42 CFR 122A,B,C

Catalog of Federal Domestic Assistance:
OMB Number 13.294

Federal Agency:
Bureau of Health Planning and Resources Development
Parklawn Bldg., Rm 11-05
5600 Fishers Lane
Rockville, MD 20852
(301) 436-6850

Grants for State Health Planning and Development Agencies

Purpose

This program supports State Health Planning and Development Agencies (SHPDA) which carry out physical and mental health planning and development activities.

Services

This program provides up to 75 percent of the operating funds of each state's SHPDA. This agency:

- conducts state health planning activities;
- integrates the health plans of the Health Systems Agencies (HSA) (see p. 5.17) into a preliminary state health plan;
- assists the Statewide Health Coordinating Council, an organization responsible for preparing the state health plan, reviewing HSA requests for funds, and advising the SHPDA on the performance of its functions; and
- reviews the need for new institutional health services proposed for the state.

Who Is Eligible?

Each state is eligible to have a designated SHPDA and to obtain funding support for that agency's operations.

How To Apply

To receive designation as an SHPDA, an agency must be chosen by the Governor and approved by the Public Health Service (PHS) Regional Office. The application for designation must also be cleared through the A-95 review process* and be reviewed in an advertised public hearing.

A designated SHPDA applies for funds to the PHS Regional Office by submitting an annual program plan.

Programs Funded

As of September 1977, 56 SHPDA's existed throughout the country.

The Michigan SHPDA, in addition to carrying out its legislative mandate, also:

- advises the Governor and the state legislature on health policy;
- prepares budgets for the state department of public health and the state Medicaid program;
- reviews the state plan for mental health services; and
- reviews the developmental disabilities state plan.

Other Issues To Consider

Excellent points of entry into the state health planning and development activities funded under this program are:

- membership on the Statewide Health Coordinating Council. At least one half of the members are required by law to be consumers.
- membership on governing boards of Health Systems Agencies. In this case, also, at least one half of the members must be consumers.

If a state fails to participate in the programs established under the Public Health Services Act by 1979, then no one in the state is eligible to receive any form of assistance under this act.

For Further Information

This program is administered largely at the DHEW regional level.

Contact the Governor's office for the name of the State Health Planning and Development Agency or the nearest Health Systems Agency.

Public Law:
Public Health Services Act of 1921, Title XV, Part C, as amended by P.L. 93-641, National Health Planning and Resources Development Act of 1974

United States Code:
42 USC 300m

Code of Federal Regulations:
42 CFR 123 Parts A,B,C,D,E

Catalog of Federal Domestic Assistance:
OMB Number 13.293

Federal Agency:
Bureau of Health Planning and
Resources Development
Room 11-05, Parklawn Bldg.
Public Health Service
5600 Fishers Lane
Rockville, MD 20852
(301) 436-6850

Maternal and Child Health Services

Purpose

The purpose of this program is to reduce infant mortality, improve the health of mothers and children (especially in rural areas and in areas suffering from severe economic distress), reduce the incidence of handicapping conditions, and improve the condition of infants and children who are suffering from these conditions.

Services

Services available to pregnant women include:

- screening and checkups during the prenatal period;
- follow-up visits; and
- family counseling.

Services to newborns and preschool children include:

- medical and intensive nursing care;
- screening, diagnosis, and treatment services;
- the services of well-child clinics; and
- visits of public health nurses when necessary.

School children are provided with:

- screening examinations for vision and hearing defects, learning disabilities, and other handicapping conditions;
- dental examinations;
- immunization; and
- counseling services.

Special clinics for mentally retarded children are also established under this program.

In addition, funds are available for research grants in the areas of maternal and child health and crippled children's services.

Who Is Eligible?

These services are available to all mothers and children, subject to state regulations which are based largely on factors of location and income. Cerebral palsied, autistic, and epileptic children are entitled to maternal and child health services by federal law. In addition, cerebral palsied, epileptic, and autistic children who are also mentally retarded can participate in programs designed specifically for mentally retarded children.

Public or nonprofit institutions of higher learning or public or nonprofit agencies and organizations engaged in research in maternal and child health or crippled children's services are eligible to apply for research project grants or contracts or other special project grants of regional or national significance.

Consumer organizations are also eligible to apply for research grants or special project grants which have an effect on the delivery and/or quality of maternal and child health services in the community.

How To Apply

Services are delivered to individuals through the local health department or department of public welfare.

Institutions of higher learning or public or nonprofit organizations apply for research grants through the Office of Maternal and Child Health at the Department of Health, Education, and Welfare. These organizations or institutions or consumer organizations apply for special project grants and grants of regional or national significance through the state health agency.

Funds supporting the services provided under this program flow from the federal government in two ways. The first is grants to states which must be matched dollar for dollar with state funds. This money (called Fund A) is administered by state health agencies and reaches individuals in the form of services delivered through local health departments and special projects. The remaining half of the appropriation (called Fund B) is allotted to the states according to the financial need of the individual state for assistance in carrying out its state plan. Up to 25 percent of Fund B money is available to state agencies and to public or nonprofit institutions of higher learning for special projects of regional or national significance which may contribute to the advancement of maternal and child health.

A state receives funding by submitting a state plan to the Secretary of the Department of Health, Education, and Welfare, in accordance with requirements outlined in Title V of the Social Security Act. Assurances are built into the state plan that the state agency will administer the program in local communities and that medical care and services will be provided under the direction and responsibility of a trained physician, working full time for the program. Each state is required to delineate in the plan projects that will provide maternity and infant care, intensive newborn infant care, comprehensive health care for children and youth, dental care for children, and family planning.

Programs Funded

Grant money has been used to establish maternity clinics, well-child clinics, intensive care units for high-risk newborn infants, screening, diagnosis and treatment centers, school health programs, and special clinics for the mentally retarded. In fiscal year 1977, $147,194,000 was allocated for this program. This is down considerably from the $219,200,000 available in fiscal year 1976. At the local level, your county health department or public health nurse can provide information on the application of this program. Regulations and other publications relating to the program can be obtained by writing the Office for Maternal and Child Health.

Other Issues To Consider

If advocates for cerebral palsied, epileptic, or autistic children find that maternal and child health services in a particular state exclude these children because of their disabilities, action can be taken to have them included. Examine the state plan and state regulations, and discuss the matter with the state officials administering the program.

For Further Information

The state administering agency for this program can be either the state department of public welfare or the state department of health.

Public Law:
Title V of the Social Security Act of 1935, as amended

United States Code:
42 USC 703

Code of Federal Regulations:
42 CFR Chapter II, 200

Catalog of Federal Domestic Assistance:
OMB Number 13.232

Federal Agency:
Office for Maternal and Child Health
Bureau of Community Health Services
Health Services Administration
Department of Health, Education, and Welfare
Rockville, MD 20852
(301) 443-6600

Medicaid—Title XIX

Medical Assistance Program

Purpose

This program provides financial assistance to states to pay for health care services of people with low incomes or with medical expenses beyond their means.

Services

The basic services which must be provided to all Medicaid recipients are:

- inpatient hospital services.
- outpatient hospital services.
- other laboratory and X-ray services.
- skilled nursing facility services for individuals 21 years or over. Home health services must be provided to any individual who is certified eligible by a physician for skilled nursing facility services if the individual would rather stay home than go into a nursing home.
- physician's services.
- voluntary family planning services.
- early periodic screening, diagnosis, and treatment (EPSDT) (see p. 5.13) for individuals under 22.

In addition, a state can provide optional services which may include:

- medical care and any other type of remedial care recognized under state law;
- home health care services;
- private duty nursing services;
- clinic services;
- dental services;
- physical therapy, occupational therapy, and treatment of speech and hearing disorders;
- prescribed drugs, dentures, prosthetic devices, or eyeglasses;
- other diagnostic, screening, preventive, and rehabilitative services; and
- inpatient hospital services, skilled nursing facility services, and intermediate care facility* services for individuals 65 years or over, the mentally retarded, and others who qualify.

In addition to these basic and optional services, there are certain provisions a state must meet if it is to receive funds. The most important are:

- Services elected by the state must be provided in "sufficient amounts, duration, and scope to reasonably achieve their purpose."
- States may not arbitrarily deny or reduce services to an otherwise eligible individual because of a diagnosis or condition of a patient. For instance, if a person eligible for Medicaid requires extensive treatment, he or she cannot be declared ineligible because the treatment will be expensive.
- The state must make provisions for transporting eligible individuals to and from medical services. Such transportation can be matched* with other funds.

Who Is Eligible?

Eligibility for Medicaid is classified into three groups: categorically needy, medically needy family, and medically needy children. Provision of assistance to the categorically needy is mandatory; states may choose whether to provide services to the medically needy.

- categorically needy: those who receive or are eligible to receive Aid to Families with Dependent Children (AFDC) (see p. 6.25) are eligible. Generally recipients of Supplemental Security Income (SSI) (see p. 6.29) (including state supplements to SSI) are also eligible. In Guam, Puerto Rico, and the Virgin Islands, those who receive Old Age Assistance (OAA), Aid to the Blind (AB), Aid to the Permanently and Totally Disabled (APTD), or Aid to the Aged, Blind, and the Disabled (AABD) can receive Medicaid.
- medically needy family: persons who have an income high enough to disqualify them normally for public assistance payments, but who could not meet their basic needs in order to pay their medical bills become eligible for Medicaid if they:
  - —pay a premium. Federal regulations require states to charge a premium for this group, but it is usually nominal.
  - —have an income which is less than the "state standard." The "state standard" is the upper amount of income a family can earn and remain on public assistance. This standard varies with family size and each state.

- medically needy children: any person 21 years or under who qualifies on the basis of financial eligibility but does not qualify as a dependent child under the state's AFDC plan may be eligible for medical assistance.

Private physicians, dentists, and health providers may be eligible to provide services for reimbursement. Each state must develop the procedures for certifying health care providers.

States and territories are eligible to apply for Medicaid formula funds.

How To Apply

All application forms may be obtained from the state agency administering Medicaid which is usually the state welfare agency. For those who receive AFDC, AB, APTD, and AABD, no separate application is required. When applying for SSI at the Social Security Office, applicants should find out their state's procedure and eligibility standards for Medicaid. Federal regulations require that an individual be helped in completing the application forms, and be helped by a representative, if needed.

In determining eligibility based on a disability, the state will require medical reports including a substantiated diagnosis, and a "social history" to determine whether the applicant is medically capable of undertaking a "useful occupation." The procedures vary for determining eligibility based on blindness or disability.

Physicians and other health providers who wish to get Medicaid certification should contact the state Medicaid agency.

States and territories must submit an annual state plan or at least annual revisions to the state plan, documenting the provisions and administration of the program and the amount of state funds invested in the program.

Programs Funded

Medicaid programs exist in all states and territories except Arizona. Thirty-two state programs cover people who are eligible for AFDC and SSI, as well as some other low-income individuals:

Arkansas
California
Connecticut
Washington, D.C.
Guam
Hawaii
Illinois
Kansas
Kentucky
Maine
Maryland
Massachusetts
Michigan
Minnesota
Montana
Nebraska
New Hampshire
New York
North Carolina
North Dakota
Oklahoma
Pennsylvania
Puerto Rico
Rhode Island
Tennessee
Utah
Vermont
Virgin Islands
Virginia
Washington
West Virginia
Wisconsin

Twenty-one programs cover only people who are eligible for AFDC and SSI:

Alabama
Alaska
Colorado
Delaware
Florida
Georgia
Idaho
Indiana
Iowa
Louisiana
Mississippi
Missouri
Nevada
New Jersey
New Mexico
Ohio
Oregon
South Carolina
South Dakota
Texas
Wyoming

The federal share for Medicaid funding ranges from 50 to 83 percent according to a formula based upon the relation of state per capita income to national per capita income. The state share must come from publicly appropriated funds. It is estimated that 24 million persons received Medicaid services during fiscal year 1977.

For Further Information

Public Law:
Title XIX of the Social Security Act of 1935, as amended
United States Code:
42 USC 1302
Code of Federal Regulations:
45 CFR 201, 204, 205, 206, 246, 248, 249, 250, 251, and 252
Catalog of Federal Domestic Assistance:
OMB Number 13.714
Federal Agency:
Medicaid Bureau
Health Care Financing Administration
Department of Health, Education, and Welfare
330 C St., SW
Washington, DC 20202
(202) 245-0375

Employment

Overview

Apprenticeship Outreach: CETA—Title III

Apprenticeship Training: CETA—Title III

Equal Opportunity by Federal Contractors
Section 503

Federal Employment for the Handicapped
Section 501

HAL-1 and HAL-2
Handicapped Assistance Loans

Job Corps: CETA—Title IV

OJT: CETA—Title III

Public Service Employment: CETA—Titles I, II, and VI

WIN—Employment Services

Employment Overview

Service Need Definition: Employment services are aimed at creating opportunities for employment through activities such as work evaluation, occupational skills development, training, work adjustment, work activities, and job development.

One of the goals of many vocational education and rehabilitation programs is to prepare disabled people to earn a living. Some of these programs are described in the *Habilitation, Rehabilitation, and Vocational Training* service need category. They achieve this goal by helping handicapped people find and keep jobs. Others, though, are intended to provide, or end up providing, extended services to many people who do not go on to independent employment situations.

The programs in the *Employment* service need category, on the other hand, are geared entirely toward job placement. They include a broad range of training, apprenticeship, and on-the-job training possibilities for the unemployed and underemployed as well as programs directed specifically toward the handicapped. This same population is sometimes eligible to participate in many of the other programs described in this Guide, including Aid to Families with Dependent Children (AFDC) (see p. 6.25), Medicaid (see p. 5.23), and Food Stamps (see p. 4.15).

Employment and/or training programs described in this section which are geared specifically to the handicapped include:

- Equal Opportunity by Federal Contractors
- Federal Employment for the Handicapped; and
- Handicapped Assistance Loans.

With one exception the remaining programs described in this section, as well as Handicapped Assistance Loans, are mandated by CETA— Comprehensive Employment and Training Act of 1973. These programs are run by prime sponsors*, usually local and state employment agencies or unemployment compensation offices designated by the Employment and Training Administration of the Department of Labor; regional or national nonprofit organizations can also be designated as prime sponsors of CETA programs.

The main thrust of CETA is to initiate new forms of manpower training and to increase employment. Community groups can play an important role in making sure CETA does this by:

- participating in the planning process for CETA;
- monitoring and assessing local manpower programs;
- providing manpower services to strengthen the training programs of CETA; and
- taking advantage of the public service jobs allocated to the local community.

These issues and others are discussed more specifically in the CETA program descriptions—Job Corps, Apprenticeship Outreach, Apprenticeship Training, National On-The-Job Training, Public Service Employment, and Handicapped Assistance Loans.

CETA consists of six titles which, unfortunately, do not fall neatly into categories according to title:

- Titles I, II, and VI provide public service jobs and training for those jobs.
- Title III contains, among other things, money for projects specifically designed for the handicapped.
- Titles I, II, III, IV, and VI contain on-the-job training programs.
- Title II will pay salaries of staff people.

The remaining program described in this section is WIN—Employment Services (see also WIN— Supportive Services, p. 4.99). Under WIN, employable recipients of AFDC are provided employment and training services to enable them to become self-supporting. These services can include on-the-job training, basic education, and employment counseling, and are supplemented by extensive social services.

Several other resources exist that relate directly to employment of the handicapped. They are the:

- President's Committee on Employment of the Handicapped;
- Interagency Committee on Handicapped Employees; and
- *The Role of Sheltered Workshops in the Rehabilitation of the Severely Handicapped.*

The President's Committee on Employment of the Handicapped was created to promote employment opportunities for physically and mentally handicapped people. The Committee's major function is to advise and provide information to Governor's Committees on Handicapped Employment. No funds are available from this Committee to groups or individuals; its promotional materials, however, may be useful to the chapters of the non-profit organizations representing the developmentally disabled.

Advocates and the disabled can obtain information and literature from their Governor's Committees located in every state capital or from:

President's Committee on Employment of the Handicapped
Washington, DC 20210
(202) 653-5044

The Interagency Committee on Handicapped Employees was mandated by Section 501 of the Rehabilitation Act of 1973 (see p. 9.2). Among the goals of the Committee is the removal of attitudinal, procedural, architectural, communication, and transportation barriers to the employment of the handicapped. This Committee provides a focus for all employers for hiring handicapped people, and also reviews the adequacy of federal practices for hiring, placing, and advancing the handicapped. There are 23 federal agencies which have been directly involved with the Interagency Committee; in addition, voluntary organizations are being encouraged to take part in its activities.

A third resource of interest to the developmentally disabled is an international study, required under Section 406 of the Rehabilitation Act of 1973, of sheltered employment. Entitled *The Role of Sheltered Workshops in the Rehabilitation of the Severely Handicapped,* the study includes analyses of such issues as the role of the workshop, wage payments, the number of people employed by workshops, and the relationship between workshops and other programs such as vocational training for the handicapped. A copy can be obtained by writing:

Rehabilitation Services Administration
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 447-8479

Two points are offered in conclusion. It appears that jobs and training will be emphasized in welfare reform. Advocates should keep a watchful eye on welfare reform for its potential impact on work opportunities for the developmentally disabled.

A final word should be said about the rights of handicapped workers and job applicants. The impact of Section 504 of the Rehabilitation Act of 1973 is discussed elsewhere in this Guide (see p. 9.1); Section 504 mandates affirmative action for the handicapped at the Department of Health, Education, and Welfare and all DHEW-sponsored and funded activities. Also, until all other federal departments publish their own versions of Section 504 regulations, DHEW's regulations apply to the entire federal government.

Apprenticeship Outreach: CETA—Title III

Purpose

Project grants and contracts are awarded to recruit qualified applicants from minority youth and to assist them in entering apprenticeship programs.

Services

Services provided to individuals include:

- individual counseling and evaluation;
- trade orientation;
- refresher courses (math, science, trade);
- test practice;
- interview practice; and
- assistance in apprenticeship placement.

Funds are used primarily to employ a project director and recruiter/counselor, and may not be used to subsidize trainees while they are in the training program. Once individuals are placed in an apprenticeship program, they are paid a salary by the employer.

Who Is Eligible?

Individuals who are currently unemployed, underemployed, or disadvantaged are eligible for the program. The individual must meet the age, physical, and educational requirements designated for the occupation desired.

Local and national organizations capable of carrying out program objectives can apply for project grants and contracts. The sponsoring organization must have the support of organized labor, management, and the minority community.

No contract will be issued in a geographic area that does not show promise of placing at least 30 individuals as apprentices. Local programs cannot receive federal funds; the program must have multistate or regional application to qualify.

How To Apply

Individuals interested in being apprentices should call the Office of National Programs to locate programs in their geographic area; they apply to those programs directly.

Local and national organizations may receive preapplication assistance in the preparation of project proposals from the Office of National Programs. Proposals are then submitted to that office.

Programs Funded

Organizations which have sponsored apprenticeship programs include the Epilepsy Foundation of America, the International Rehabilitation Association, and the National Association for Retarded Citizens.

Most registered apprenticeship programs are in skilled construction occupations; however, other skilled occupations may be included in the program with the approval of the Office of National Programs. Examples of possible occupations for the developmentally disabled which are already included in registered programs are:

- baker
- cook
- dry cleaner
- fabric cutter
- leather worker
- orthopedic—prosthetic technician
- printer

For Further Information

For the pamphlets "Apprenticeship and CETA" and "Apprenticeship Outreach Program," contact the Office of National Programs.

Public Law:
93-203, Comprehensive Employment and Training Act of 1973, Title III, as amended

United States Code:
29 USC 801 et seq.

Code of Federal Regulations:
Not listed

Catalog of Federal Domestic Assistance:
OMB Number 17.200

Federal Agency:
Office of National Programs
Employment and Training Administration
Department of Labor
Washington, DC 20213
(202) 376-6130

Apprenticeship Training: CETA—Title III

Purpose

This program offers advice and consultation to stimulate and assist industry in the development, expansion, and improvement of apprenticeship training programs in the skilled crafts and trades.

Services

Services provided to individuals by employers and unions include:

- paid on-the-job training; and
- classroom sessions to supplement on-the-job training.

Services provided to employers and unions include:

- technical information on training methods and community training facilities;
- advisory services on solving problems of apprenticeship administration; and
- assistance in development of affirmative action plans.

In addition, funds are available to help subsidize the costs of establishing an apprenticeship program. These funds may also be used to train journeymen, foremen, and supervisors in job instruction.

Who Is Eligible?

Individuals who are interested in becoming apprentices must:

- be at least 16 years old; and
- satisfy the apprenticeship sponsor of their ability to master the trade and complete satisfactorily the required hours of classroom instruction.

Employers and local labor unions may receive assistance in developing standards that will meet federal requirements for registered apprenticeship training programs. An apprenticeship program is eligible for registration if:

- it conforms to certain standards regarding the schedule of work processes, classroom subjects to be covered, and age and educational background of the applicant; and
- the training is in an "apprenticeable" occupation—that is, it:
  - —involves manual, mechanical, or technical skills and knowledge requiring at least 2,000 hours of on-the-job training;
  - —is usually learned in a practical way through structured on-the-job supervised training; and
  - —requires related instruction in addition to on-the-job training.

How To Apply

Individuals may apply for apprenticeships to the local or state employment office or apprenticeship information center, or directly to participating employers or labor unions.

Employers and unions may contact the Bureau of Apprenticeship and Training to locate a field representative. Employers can meet with this representative to develop standards required for registration.

Eligible employers should contact a CETA prime sponsor and apply for a contract to establish an apprenticeship program.

Apprenticeship information centers have been set up at the following local employment service offices:

Baltimore, MD
Birmingham, AL
Boston, MA
Bridgeport, CT
Buffalo, NY
Camden, NJ
Chicago, IL
Cincinnati, OH
Cleveland, OH
Columbus, OH
Des Moines, IA
Detroit, MI
Gary, IN
Houston, TX
Indianapolis, IN
Kansas City, MO
Memphis, TN
Minneapolis, MN
Nashville, TN
Newark, NJ
New Haven, CT
New York, NY
Norfolk, VA
Paterson, NJ
Philadelphia, PA
Phoenix, AZ
Pittsburgh, PA
Portland, OR
Providence, RI
Richmond, VA
St. Louis, MO
St. Paul, MN
Seattle, WA
Topeka, KS
Washington, DC
Witchita, KS

Programs Funded

About 425 apprenticeable occupations are covered in registered programs.

Other Issues To Consider

The chief advantages of having an apprenticeship program that is registered are that the program is nationally recognized, and the employer may pay apprentices at predetermined apprenticeship wages rather than at the higher journeymen wages.

Funds for classroom instruction of apprentices may also be available through the Vocational Education Act of 1963; the act provides that federal funds be offered to the states on a matching* basis for conducting vocational and technical education programs.

For Further Information

The following publications are available from the Bureau of Apprenticeship and Training:
"The National Apprenticeship Program"
"Jobs for which Apprenticeships are Available"
"Apprenticeship and CETA"

Public Law:
75-308, National Apprenticeship Act of 1937

United States Code:
29 USC 50

Code of Federal Regulations:
42 Federal Register 10138, February 18, 1977

Catalog of Federal Domestic Assistance:
OMB Number 17.201

Federal Agency:
Bureau of Apprenticeship and Training
Employment and Training Administration
Department of Labor
Washington, DC 20213
(202) 376-6585

Equal Opportunity by Federal Contractors

Section 503

Purpose

All employers who have federal contracts or subcontracts for more than $2,500 are required to provide equal employment opportunities and develop affirmative action programs for the handicapped.

Services

Developmentally disabled workers or job applicants should benefit from the following procedures as a result of this program:

- applicant testing and selection procedures which do not hinder a handicapped person's chance of employment;
- a review of the employer's personnel processes to ensure careful consideration of the job qualifications of known handicapped applicants and handicapped employees for job vacancies; and
- a review of qualification requirements to determine whether they screen out handicapped applicants and to ensure that requirements are job-related.

Other affirmative action measures required by Section 503 of the Rehabilitation Act of 1973 of employers under federal contract ensure that a contractor:

- must make a reasonable accommodation to the physical and mental limitations of an employee or applicant.
- may not reduce the amount of compensation offered because of any disability income or pension that the handicapped person receives from another source.
- must review personnel programs to ensure equal opportunities for employment and advancement of the handicapped. Based on the review, contractors must institute outreach and recruitment efforts.
- must enlist the assistance of recruiting sources such as state employment services, state vocational rehabilitation agencies and facilities, sheltered workshops, and organizations of and for the handicapped.
- must provide for the internal dissemination of the contractor's affirmative action policy.

The Office of Federal Contract Compliance, Employment Standards Administration, sets policy, and monitors and evaluates the compliance of federal contractors and subcontractors.

Who Is Eligible?

Any handicapped person applying for employment or employed by an organization under federal contract or subcontract is entitled to equal opportunity, and can not be subjected to discrimination.

How To Apply

Handicapped job applicants and employees who believe they have been discriminated against by a federal contractor may file complaints of noncompliance with the regional office of Employment Standards Administration, Department of Labor. The complaint must be filed within 180 days of the employer's act of discrimination.

The regional office will acknowledge the complaint and notify the employer of it. The complainant and the employer are asked to work out a resolution over a 60-day period. The great majority of complaints are resolved through internal review procedures and negotiation without the Employment Standards Administration getting involved.

If the complaint is not resolved after 60 days, the regional office conducts an investigation interviewing both employer and employee, determining the facts, and informing all parties of their determination. If a violation is found, sometimes back pay will be ordered.

After determination and action, either party may request a review by the national office. If a review is requested, two independent teams are assigned to investigate the case. Each team makes a determination. If they are identical, that becomes the decision. If not, the case goes to the Solicitor and the Inspector of the Office of Federal Contract Compliance for further action.

A handicapped person can expect action very quickly. In the time necessary for mail turnaround or a telephone call, the complaint will be acknowledged and the 60-day negotiation period explained.

For Further Information

Regulations and other publications relating to this program can be obtained by writing the Office of Federal Contract Compliance.

Public Law:
93-112, Rehabilitation Act of 1973, Section 503

United States Code:
29 USC 701

Code of Federal Regulations:
20 CFR 741

Catalog of Federal Domestic Assistance:
OMB Number 17.301

Federal Agency:
Office of Federal Contract Compliance Programs
Employment Standards Administration
Department of Labor
Washington, DC 20210
(202) 523-8743

Federal Employment for the Handicapped

Section 501

Purpose

This program helps handicapped people obtain federal employment.

Services

The federal government provides employment opportunities to the physically handicapped, the mentally retarded, and the mentally rehabilitated in positions for which they can qualify. The Selective Placement Program is specifically directed to help all kinds of handicapped people find work in selected positions. The program is also concerned with the referral, placement, trial appointments, and the retention of federal employees who become disabled for one position, but may qualify for others.

Who Is Eligible?

People with physical or mental disabilities may apply for federal civil service employment. Included in this category are the developmentally disabled.

How To Apply

An individual should first contact the state vocational rehabilitation agency for more detailed information about this program. Other contacts include the regional or local Civil Service Commission, or the Coordinator for Selective Placement in the federal agency with which the handicapped person seeks employment. Every federal agency should have a Coordinator for Selective Placement who is responsible for assuring that qualified handicapped applications receive full consideration for employment.

A handicapped applicant may apply for federal employment through the competitive civil service examining process. Exam procedures may be modified to assure equal opportunity to demonstrate ability.

In addition, severely physically handicapped or mentally impaired applicants are considered for federal employment under what is called "excepted service." This means that applicants do not compete with others on the Civil Service Register. They need to be qualified to perform the tasks of a specific job, rather than an entire category of positions. These appointments require the joint efforts of the applicant, the federal agency, and a state vocational rehabilitation official.

Programs Funded

In fiscal year 1977, $350,000 was allocated for salaries and expenses of handicapped federal employees. The Selective Placement Office, however, is unable to provide statistics on the number of handicapped individuals in the federal service.

Other Issues To Consider

In calendar year 1975, the Office of Selective Placement provided a leadership role in ensuring the development of sound affirmative action plans and activities including plans to hire and promote the handicapped within federal agencies, and in implementing a number of recommendations of the newly created Interagency Committee on Handicapped Employees. Affirmative action plans must provide for accessibility to the area of work for handicapped persons.

Although there is not a specific formal appeal process under this program, handicapped individuals who feel they have been discriminated against can take action. Any civil service employee can appeal a personnel action through merit system guidelines through the Civil Service Commission's General Office.

For Further Information

Information on the regional application of this program can be obtained by contacting your Civil Service Commission Regional Office. The state cooperating agency for this program is the state vocational agency or vocational rehabilitation office. The Civil Service Commission can provide information on the local application of this program.

Regulations and other publications relating to the program can be obtained by writing Office of Selective Placement.

Public Law:
89-554, Civil Service Act and 93-112, Rehabilitation Act of 1973, Section 501, as amended

United States Code:
5 USC 7153

Code of Federal Regulations:
5 CFR 713.401

Catalog of Federal Domestic Assistance:
OMB Number 27.005

Federal Agency:
Office of Selective Placement
Staffing and Resources Division
Bureau of Recruiting and Examining
U.S. Civil Service Commission
Washington, DC 20415
(202) 632-5687

HAL-1 and HAL-2

Handicapped Assistance Loans

Purpose

HAL-1 provides low-interest loans and loan guarantees to sheltered workshops and similar organizations to help them produce marketable goods and services.

HAL-2 provides low-interest loans and loan guarantees to small business concerns owned entirely by handicapped people to enable them to operate competitive businesses.

Services

Both of these programs are operated by the Small Business Administration (SBA).

HAL-1 direct loans and/or guaranteed insured loans may be used for working capital and construction of facilities if a construction grant is not available from other government sources. Funds may not be used for education, training, housing, or other support services for handicapped employees.

HAL-2 direct loans and/or guaranteed insured loans to small businesses may be used for:

- construction, expansion, or conversion of facilities;
- purchase of buildings, equipment, or materials; and
- working capital.

Funds may not be used for:

- speculation;
- communication media;
- nonprofit enterprises;
- leading or investment enterprises; or
- financing of real property for sale or investment.

The interest rate charged on these loans is 3 percent.

The SBA may guarantee up to 90 percent (up to $35,000) of a loan made by a private lending institution which sets the interest rate.

Who Is Eligible?

HAL-1: Public or nonprofit sheltered workshops or other similar organizations are eligible for HAL-1 funds if:

- individuals employed by the workshop have handicaps of a permanent nature which limit their employability;
- the nonprofit group conforms with state and federal laws certifying that it operates in the interests of the handicapped;
- it employs handicapped people for at least 75 percent of the manhours required to produce commodities or provide services; and
- it complies with occupational safety and health standards.

HAL-2: Small profit-oriented businesses are eligible for HAL-2 funds if:

- they are independently and entirely owned by handicapped people whose handicaps are of a permanent nature, preventing them from engaging in normal business practices;
- they are not dominant in their field of business;
- the type of business activity meets SBA loan eligibility criteria; and
- the experience, competency, and ability of the owners and operators indicate that the business can be operated successfully and that the loan can be repaid from the earnings of the business.

For both programs, financial assistance will not be provided if funds are otherwise available from the applicant's own resources, private lending sources, or other federal, state, or local programs.

How To Apply

Nonprofit organizations and profit-oriented businesses may apply at the SBA field offices. Applicants will need:

- statements of personal history;
- personal financial statements;
- company or organization financial statements;
- summaries of collateral; and
- corporate charters and by-laws of nonprofit organizations.

The field offices may refer applicants to participating banks to apply for a loan which the SBA will guarantee.

Programs Funded

Loans are extended for up to 15 years. Direct loans from SBA are limited to $100,000 except in unusual circumstances. No direct loan can be approved if a guaranteed loan from a private lender is available.

For Further Information

Regulations for this program can be found in Fact Sheet No. 7, "Handicapped Assistance Loans," Part 118, *Small Business Administration Rules and Regulations*, which can be obtained from the SBA.

Public Law:
93-595, Small Business Act, Section 7(h), as amended

United States Code:
15 USC 686(g)

Code of Federal Regulations:
Not listed

Catalog of Federal Domestic Assistance:
OMB Number 59.021

Federal Agency:
Office of Financing
Small Business Administration
1441 L St., NW
Washington, DC 20416
(202) 653-6570

Job Corps: CETA—Title IV

Purpose

This program provides young people with intensive educational and vocational training while in a residential group setting.

Services

The services provided to individuals, who can enroll for up to two years, include;

- educational and vocational training. Basic education includes reading, mathematics, social studies, preparation for high school equivalency exams, hygiene, grooming, and work adjustment.
- counseling.
- room and board (optional) in residences of 300 to 2,000.
- medical and dental care.
- work clothing.
- nominal allowance for clothing.
- monthly living allowance of $30.00 minimum for initial months (which varies) of participation.
- monthly living allowance of $50.00 maximum for three months after successful completion of 90 days of training.
- monthly living allowance of $50.00 maximum after satisfactory performance in a training program for six months or more. This allowance is received for the duration of the participation in the program.
- an allotment of $25.00 maximum for dependents. The federal government may contribute up to an additional $25.00 more for dependents.

Funds are provided to eligible organizations to operate Job Corps Centers and provide services to Job Corpsmembers.

Who Is Eligible?

Individuals, aged 14 to 21, with low incomes who need additional education, training, or intensive counseling are eligible to participate in the Job Corps. Applicants must:

- be school dropouts for three months or more;
- be unable to find or hold an adequate job; and
- have no history of serious health or behavioral problems that would jeopardize their own safety or that of others.

Public and private agencies are eligible to apply for project grants and contracts to operate residential programs.

States and local government agencies are eligible to apply for project grants and contracts.

How To Apply

Individuals may apply through any state employment service or inquire about the program at community social service agencies and schools. Applicants must have permission to join from parents or guardians and be physically and mentally able to participate in Job Corps activities. Young women can also apply through Women in Community Service Programs.

Private organizations and state and local public agencies may apply for project grants and contracts by responding to grant announcements or requests for proposals (RFP)* from the regional offices of the Employment and Training Administration.

Programs Funded

There are 60 residential centers throughout the United States which provide training, often by skilled union workers, in occupations such as auto repair, carpentry, painting, masonry, nursing and other health care related jobs, and clerical and office work.

Job Corps funding has more than doubled in fiscal year 1977 and planning for new centers is currently taking place.

Other Issues To Consider

The eligibility criteria for this program restrict applications to those who have "no history of serious health problems that would jeopardize their own safety and that of others." This language has been challenged in some states under Sections 503 and 504 of the Rehabilitation Act as discriminatory against the handicapped. Section 504, according to a Job Corps spokesperson, is presenting some major problems for program planning.

The spokesperson has advised that Job Corps Centers are now being somewhat adapted for the physically handicapped (ramps are being installed in compliance with Section 501 of the Vocational Rehabilitation Amendments [see p. 9.2]). 504 regulations for the Department of Labor are currently being developed. Until these regulations have been finalized, however, this federal agency is bound by the Department of Health, Education, and Welfare regulations on Section 504 (see Chapter 9).

The Job Corps spokesperson advised that currently the program does not serve mentally retarded or autistic persons. Persons with epilepsy and cerebral palsy may be served, although the number of epileptic and cerebral palsied program participants is not available. Job Corps policy, however, is that persons with epilepsy can be served if there is adequate seizure control, and persons with cerebral palsy can participate if they have "vocational potential." Decisions are made on an individual basis by a special health review division within the Job Corps Program.

It should be noted that the Corpsmember application form includes specific questions about handicapping conditions which is in violation of Section 504.

For Further Information

For information and regulations regarding this program, contact the Job Corps office.

Public Law:
93-203, Comprehensive Employment and Training Act, Title IV, as amended

United States Code:
20 USC 801 et seq.

Code of Federal Regulations:
40 *Federal Register* 50812, October 31, 1975

Catalog of Federal Domestic Assistance:
OMB Number 17.211

Federal Agency:
Job Corps
Employment and Training Administration
Department of Labor
Washington, DC 20213
(202) 376-6225

OJT: CETA—Title III

National On-The-Job Training

Purpose

This program provides occupational training for unemployed and underemployed people.

Services

Individuals may receive the following services as trainees in the On-The-Job Training (OJT) Program:

- job training;
- supplementary classroom education;
- cash allowances;
- supplies; and
- support services.

Organizations can receive funds to provide these services to individuals as well as to:

- reimburse instructors;
- pay administrative costs; and
- buy supplies.

Who Is Eligible?

Individuals eligible for services must be:

- over age 16;
- unemployed or underemployed; and
- unable to obtain appropriate full-time employment without training.

Other criteria may be used as well, depending on the project.

Contracts are awarded to national organizations with the capacity to operate an OJT program. Such organizations include:

- trade associations;
- national or international labor unions;
- industrial corporations; and
- nonprofit agencies.

Projects must extend beyond regional boundaries and/or be national in scope.

How To Apply

Individuals seeking to become trainees must be referred to project sponsors by state employment agencies.

Organizations seeking OJT funding should discuss their ideas with the Office of National Programs, Department of Labor. A formal proposal can then be submitted to that office.

Programs Funded

The National Association for Retarded Citizens has sponsored an OJT program for 12 years. Program personnel work with employers to increase acceptance of the mentally retarded trainees and to help trainees function more effectively on the job.

A spokesperson for OJT advises that there are insufficient funds at the present time to support any new OJT projects.

For Further Information

Regulations, information, and descriptions of projects funded through OJT can be obtained by writing to the Office of National Programs.

Public Law:
93-203, Comprehensive Employment and Training Act of 1973, Title III

United States Code:
29 USC 801 et seq.

Code of Federal Regulations:
Not listed

Catalog of Federal Domestic Assistance:
OMB Number 17.228

Federal Agency:
Office of National Programs
Employment and Training Administration
Department of Labor
Washington, DC 20213
(202) 376-6130

Public Service Employment: CETA—Titles I, II, and VI

Purpose

Training and employment opportunities are provided to the unemployed, underemployed, and economically disadvantaged to lead to employment and self-sufficiency.

Services

The purposes of this program are accomplished by establishing a flexible and decentralized system of federal, state, and local programs. States receive formula grants and prime sponsors* can receive project grants.

Title I—Comprehensive Manpower Services

Services to individuals include:

- classroom training;
- on-the-job training;
- public service employment;
- work experience; and
- support services (such as day care and health aid).

Funds are disbursed to prime sponsors, which are state and local governments, to run programs which provide these services.

Title II—Public Service Employment Programs

Transitional public service jobs are provided to unemployed or underemployed people who live in areas of high unemployment to ensure them wages and fringe benefits. Funds are allocated to state and local prime sponsors on a formula basis to run public service employment programs. Funds are disbursed to Governors for:

- services provided by state vocational education agencies;
- staffing and servicing of state manpower councils;
- statewide manpower services; and
- summer programs for economically disadvantaged youth, including employment, training, counseling, and job preparation.

Title VI—Emergency Job Program

Services offered to individuals include temporary public service jobs for unemployed and underemployed people, and jobs in public service projects for long-term unemployed, low-income people.

Funds are allocated to prime sponsors to run programs which provide these services.

Who Is Eligible?

Title I

Individuals who are economically disadvantaged, unemployed, or underemployed are eligible for services under Title I of Comprehensive Employment and Training Act (CETA).

The following can be designated as prime sponsors, and therefore be eligible for CETA funds:

- states and units of local government with populations of 100,000 or more;
- groupings of local governments with at least one locality with a population of 100,000 or more; and
- units of local government which the Secretary of Labor designates because of special circumstances.

Title II

Individuals who are unemployed for 30 days before applying, underemployed people, and those living in areas of high unemployment are eligible for Title II services. In addition, disadvantaged youth aged 14 to 21 are eligible for summer employment under this program.

Prime sponsors and Indian tribes on federal or state reservations with an unemployment rate of 6.5 percent or higher are eligible to receive Title II funds.

Title VI

Individuals who have been unemployed for at least 15 weeks, who have exhausted their unemployment compensation, or who are members of families receiving Aid to Families with Dependent Children (AFDC) (see p. 6.25) are eligible for Title VI services.

Prime sponsors and Indian tribes on reservations with an unemployment rate of 6.5 percent or higher are eligible to receive Title VI funds.

How To Apply

Individuals interested in jobs under all three CETA Titles must apply through the prime sponsors in each state, at state and local offices of the state employment service or state unemployment compensation agency.

State and local government units must apply for prime sponsor status through the regional administrator for the Employment and Training Administration of the Department of Labor. Prime sponsors must notify the regional administrator and their Governor of their intention to apply.

Programs Funded

No CETA programs are funded without recommendations from manpower planning councils. (See *Other Issues To Consider.*)

Title I funds are allocated to prime sponsors on a formula, based on their previous fiscal year employment and training funds and the number of adults in low-income families.

The proportion of unemployed people living in each area compared to the proportion residing in high unemployment areas nationwide determines 80 percent of Title II funds. Summer programs are funded in the same way as Title I programs. An attempt is made to see that each area receives the same number of enrollment opportunities as they had the previous year.

A formula allocation determines 90 percent of the amount of Title VI funds disbursed. The amount is computed according to this formula:

- 50 percent in proportion to each area's share of unemployed people nationwide;
- 25 percent in proportion to the area's share of unemployed people in excess of 4.5 percent of the labor force nationwide; and
- 25 percent among areas of substantial unemployment (6.5 percent for three consecutive months) for unemployed people as defined in Title II.

Other Issues To Consider

The law requires every sponsoring government to have a state manpower planning council with members representing clients, labor, business, education, and community organizations, among others. Councils recommend, monitor, and evaluate all CETA programs. Advocacy groups are appropriate for client representation on manpower councils. See the Employment Overview for more strategies for gaining access to CETA.

For Further Information

Contact the state manpower planning council and/or the state employment service to find out about programs in your state. To find out about possible regional application of the CETA program, contact regional offices of the Employment and Training Administration.

In addition, a preparation handbook and other literature can be obtained from the regional administrator of the Employment and Training Administration.

Public Law:
93-203, Comprehensive Employment and Training Act of 1973, as amended by P.L. 93-567

United States Code:
87 USC 839

Code of Federal Regulation:
29 CFR 94-96, 98, 99

Catalog of Federal Domestic Assistance:
OMB Number 17.232

Federal Agency:
Employment and Training Administration
Department of Labor, Room 6100
601 D St., NW
Washington, DC 20213
(202) 376-6366

WIN—Employment Services

Purpose

Services are provided to help employable recipients of Aid to Families with Dependent Children (AFDC) (see p. 6.25) become self-supporting.

Services

Individuals may receive employment and training services provided by a WIN sponsor such as:

- on-the-job training and job placement.
- placement in subsidized public service jobs for individuals who cannot get unsubsidized jobs. Subsidized jobs are those in which the WIN sponsor pays the employer money for hiring WIN participants.
- services to improve employability of those who are not prepared for jobs including:
  —work orientation;
  —basic education;
  —skill training;
  —work experience;
  —employment counseling; and
  —vocational testing.
- social services (see p. 4.99) coordinated by the Separate Administrative Unit (SAU) of the state welfare agency including:
  —day care for children;
  —counseling;
  —vocational and rehabilitation services;
  —employment-related remedial care and health-related services; and
  —family planning.

State agencies may receive a maximum of 90 percent federal funds. The agency must contribute 10 percent in cash or in-kind*.

Employers who hire people registered for WIN can receive tax benefits that enable them to get a 20 percent tax credit for 12 months' wages paid to those individuals. There are two types of credits:

- the WIN credit for employing workers registered for WIN. Trade or business employers must employ a worker for at least 90 days.
- the welfare credit for employing workers who have been on AFDC for at least 90 days; they may, but do not have to, be WIN registrants. Eligible workers employed for more than 30 consecutive days on a full-time basis qualify their employers for this credit.

Who Is Eligible?

All persons applying for AFDC must register for WIN except:

- the sick, disabled, or elderly (65 or older). For an individual to be classified as disabled, the welfare office must verify that a physical or mental impairment prevents the individual from engaging in employment or training under WIN. The impairment must be determined by a physician or licensed or certified psychologist.
- people caring for a sick or disabled member of their household. The welfare office must verify that a physical or mental impairment, as determined by a physician or licensed or certified psychologist, of another member of the household requires the individual's presence in the home on a full-time basis, and that no other appropriate member of the household is available.
- children under 16, and up to 21 if they attend school full time.
- mothers or other women caring for children in homes where fathers or other male relatives participate in WIN.
- people living too far from a WIN project to participate.

People who are exempted from registration in the program may volunteer for WIN. About 20 percent of WIN participants classified as exempt volunteer for the program. As long as volunteers remain exempt, they may leave the program at any time and still receive AFDC benefits.

Employers who hire people registered for WIN or who have been on AFDC for at least 90 days are eligible for tax benefits.

State employment service agencies are usually WIN sponsors. Other public or nonprofit agencies, such as welfare agencies, may be WIN sponsors. Supportive social services are provided through the SAU of the state welfare agency.

How To Apply

The general sequence of the WIN application process begins with the determination by the welfare agency's income maintenance (IM) staff of whether an AFDC applicant or recipient must register for WIN. The IM staff then refers nonexempt individuals to the state employment service or other WIN sponsor for registration. Registrants are then evaluated ("appraised") jointly by the welfare agency SAU and WIN sponsor to assess the registrant's employment potential. An employability plan is established for each registrant which specifies the registrant's training, education, and supportive service needs. When the supportive services are arranged, the SAU certifies that the registrant is ready for employment or training.

Persons exempt from WIN registration on the basis of incapacity are referred to the state vocational rehabilitation (VR) agency. The VR agency, after evaluation, notifies the welfare agency as to whether it has accepted the individual for vocational rehabilitation services. A person accepted for VR services is referred back to WIN when ready for training and employment.

To apply for a tax credit, an employer completes an Employer Eligibility Declaration form and submit it to the WIN office for certification. Once certified, the employer files for the credit on an Internal Revenue Service standard form with his annual income tax submission.

WIN is jointly administered by the Employment and Training Administration of the Department of Labor (DOL) and the Public Services Administration of the Department of Health, Education, and Welfare (DHEW). Before application is made, the state WIN budget and goals are established and approved by DOL and DHEW. The WIN sponsors and SAU's then submit contract and budget packages, following DOL and DHEW regulations and the WIN Handbook, to the appropriate regional office.

Programs Funded

A WIN sponsor may, through agreement with public or private agencies or organizations, operate programs approved or developed by the Secretary of Labor, including (but not limited to):

- public service employment programs;
- intensive personnel service programs (job development, job-seeking skills development, job placement);
- classroom training;
- on-the-job training programs; and
- work experience programs (supervised assignments with public or private employers where an individual can practice and demonstrate skills learned in classroom training).

The work experience and public service employment programs are arranged only with public agencies and nonprofit employers.

Other Issues To Consider

An individual who is required to register for WIN but thinks she or he should be exempt has a right to a fair hearing before a welfare hearing officer. A person who has already registered but thinks he or she should be exempt can still take advantage of this hearing right. AFDC benefits must continue until a decision is made by the hearing officer.

To receive a hearing, the individual must contest the exemption determination within 90 days. The hearing is held either before the state or local welfare agency. If held at the local level, the individual has the right to appeal the decision to the state agency. At the hearing the individual may have the assistance of a lawyer, relative, friend, or other spokesperson. If the hearing officer decides against them, they may appeal the decision to federal court.

If an individual refuses to participate in the WIN program without good cause, he or she can lose his or her share of the family's assistance payments. Before the assistance is terminated, the individual has a right to a fair hearing (this appeals process is separate from the exemption fair hearings). An individual who has been "deregistered" (cut off AFDC) must request a hearing within 10 days after notification. If there is a negative finding, AFDC payments may nevertheless continue for up to 60 days if the person receives counseling. The individual can also appeal the decision.

In addition to having hearing rights, people on AFDC are protected against unreasonable requirements and against losing money by going to work. They need *not*:

- move out of town to go to work;
- start working without adequate child care and other necessary services;
- take a job that involves discrimination based on race or sex;
- give up AFDC benefits to take training; or
- take a job that pays less than their AFDC benefits plus the cost of working.

To make it more profitable to work than to receive public assistance, welfare agencies do not reduce an individual's benefits a dollar for every dollar earned. Instead the first $30 of monthly earnings plus one-third of the rest and the cost of work, such as bus fare and lunches, are not counted in calculating AFDC payments.

For Further Information

For pamphlets, "What You Should Know About WIN," "Protecting Your Rights Under the WIN Program," and other information, contact the local office of the state employment service or the appropriate Department of Labor Employment and Training Administration Regional Office. The WIN Handbook, used by WIN personnel, contains valuable detailed information and is available for public inspection at any WIN office. Information may also be obtained from the headquarters office of the National Coordination Committee.

Public Law:
Title IV-C of the Social Security Act of 1935, as amended
92-172, Revenue Act of 1971, Title VI
94-12, Tax Reduction Act of 1975

United States Code:
42 USC 601 et seq.
26 USC 31 et seq.
26 USC 50A

Code of Federal Regulations:
45 CFR 224

Catalog of Federal Domestic Assistance:
OMB Number 17.226

Federal Agency:
National Coordination Committee
Work Incentive Program
Washington, DC 20213
(202) 376-7585

Financial Assistance

Overview

AFDC
Aid to Families With Dependent Children

OASDI (RSDI)
Old-Age, Survivors, and Disability Insurance—Social Security Benefits

SSI
Supplemental Security Income

Financial Assistance Overview

Service Need Definition: Financial assistance provides cash to individuals and families to help them meet basic needs.

Of all the "human service" programs such as health, education, housing, and transportation, perhaps the most basic is that of financial assistance. Meeting the basic need for financial support often satisfies many other needs of developmentally disabled people.

Two types of programs are included in this service need category: insurance programs and public assistance programs (commonly known as "welfare"). These programs provide cash to individuals to spend as they see fit. They were established as part of the Social Security Act. Figure 6.1 shows the programs, their legislative growth, and the recipients of program benefits.

The insurance programs are better known as Social Security Benefits. Described in this section is the Old-Age, Survivors, and Disability Insurance Program (OASDI). For recipients of OASDI—retirees, surviving family members, and persons who are disabled—the insured person must have worked for a specific period of time in what is called "covered employment," that is, a work place in which the beneficiary and the employer paid into the social security system. Certain family members, such as widows and widowers, some disabled parents, and children, can also receive benefits under this program without having worked in covered employment. Many developmentally disabled people may be eligible for this program as well as one of the public assistance programs.

The public assistance programs—Supplemental Security Income (SSI) and Aid to Families with Dependent Children (AFDC)—operate differently from OASDI; they are based on financial need. SSI eligibility is based on age or disability as well as financial need. Both AFDC and SSI have complicated eligibility requirements which, unfortunately, can intimidate potential applicants. Both SSI and AFDC may entitle recipients to many other services such as Medicaid (see p. 5.23), Food Stamps (see p. 4.15), and Title XX—Social Services (see p. 4.93).

Exploring eligibility for SSI is especially beneficial because, though the program is designed to provide cash to low-income disabled and elderly people, families with higher incomes may be able to get SSI for disabled children under very specific circumstances. Examples of situations where family income may not rule out children's eligibility are when the children live in:

- certain kinds of community residences; or
- some types of special residential schools.

SSI is a federally operated program which provides the same basic payment in every state. Many states, however, disburse an additional state supplement to SSI recipients.

AFDC is a federal-state program which provides cash payments to many of the poorest people in our society who tend to have an overwhelming number of needs and problems, among them the possible presence of a developmentally disabled family member. Payment levels, eligibility criteria, and additional services available to AFDC recipients vary among states.

Figure 6.1

The Social Security Act

Title	Date Enacted Effective	Program Name	Who Is/Was Served	Purpose	Current Status	Type of Program
I	1935	Old Age Assistance (OAA)	Needy aged	Income and medical assistance	Repealed. Still in effect in Puerto Rico, Guam, and Virgin Islands	Assistance
II	1935 1939 1957	Old Age, Survivors, and Disability Insurance (OASDI)	Retired, wives, husbands, children, widows, widowers, and parents	Income	In effect	Insurance
III	1940	Unemployment Compensation	Unemployed	Income	In effect	Insurance
IV-A	1935 1961	Aid to Families with Dependent Children (AFDC) Aid to Families with Dependent Children of Unemployed Fathers (AFDC-UF)	Needy dependent children and their families	Income	In effect	Assistance
IV-B	1968	Child Welfare Services (CWS)	Children needing protection, foster care, etc.	Service	In effect	Assistance
IV-C	1972	Work Incentive Program (WIN)	Employable AFDC family members	Training and Child care	In effect	Assistance
IV-D	1975	Child Support and Establishment of Paternity	Needy dependent children and their families	Enforcing support obligations of parents of AFDC families	In effect	Assistance
V	1969	Maternal and Child Health, and Crippled Childrens Services (MCH) (CCS)	Mothers, infants, and crippled children	Medical care	In effect	Assistance
X	1958	Aid to the Blind (AB)	Needy blind	Income	Repealed but still in effect in Puerto Rico, Guam, and Virgin Islands	Assistance
XIV	1950	Aid to the Permanently and Totally Disabled (APTD)	Needy disabled	Income	Repealed but still in effect in Puerto Rico, Guam, and Virgin Islands	Assistance
Old XVI	1962	Aid to Aged, Blind and Disabled (ABD)	Needy aged, blind, and disabled	Income	Amended by PL 92-603, applies only to Puerto Rico, Guam, and Virgin Islands	Assistance
New XVI	1972 1974	Supplemental Security Income, for the Aged, Blind and Disabled (SSI)	Needy aged, blind, and disabled	Income	In effect except for Puerto Rico, Guam, and Virgin Islands	Assistance
XVII	1963	Planning to Combat Mental Retardation	The mentaly retarded, their families, and the community	Grants to states to prevent, treat, and ameliorate mental retardation	In effect but not funded. Precursor of the Developmental Disabilities Act	Assistance
XVIII	1966	Medicare	Aged and disabled ASDI beneficiaries	Cost of medical care	In effect	Insurance
XIX	1966	Medicaid	Welfare recipients; other needy, optional	Costs of medical care, including intermediate care facilities	In effect	Assistance
XX	1975	Social Services	Welfare recipients, some others in need of services	Services	In effect	Assistance

AFDC

Aid to Families with Dependent Children

Purpose

This program provides cash payments to children and families who are in need of assistance.

Services

AFDC payments are made by the state or county to children and their families to help them meet the costs of basic necessities such as food, shelter, and clothing. In addition, AFDC funds can be used for foster care, limited home repair, and emergency shelter.

This is a program for children, and adults are supported in order to better care for them.

Of great importance to the developmentally disabled is the fact that AFDC recipients are generally eligible to receive services from the Title XX—Social Services Program (see p. 4.93), the Food Stamp Program (see p. 4.15), the Work Incentive Program (WIN) (see pp. 4.99, 6.19), and Medicaid (see p. 5.23).

Who Is Eligible?

AFDC is a state-federal program; the eligibility requirements and payment levels, therefore, may vary among states. Generally, a family will be eligible if they have a low income, minimum resources, and the father is absent from the home and not substantially contributing support. In 26 states, eligibility has been expanded to families where the father is present but is without a job. In such cases the program is identified as AFDC-UF; the "UF" indicates unemployed father. Although uncommon, a single-parent family headed by a male may also be eligible for AFDC.

All states are eligible for federal matching* funds for AFDC.

How To Apply

Individuals apply to the state or local welfare or public assistance department. Applicants must bring information about their income, resources, rent receipts, and so forth. People receiving AFDC must have their eligibility reviewed every six months and also must report any changes in income, resources, and expenses.

States apply for federal AFDC matching funds by developing a state plan that outlines the activities they will cover under their AFDC program.

Programs Funded

AFDC monthly benefit payments in fiscal year 1976 averaged $233.75 per family (3.14 people) or $74.52 per person. During that period, 3,566,000 families or 11,286,000 people received AFDC. More than one in every nine children under 18 in the United States and, in some urban areas, as many as one in every four children received AFDC.

The federal government will match state's contributions to the AFDC program according to a complicated formula. If it is to a state's benefit, the formula used for their approved Medicaid plan can be substituted. In this case, from 50 to 83 percent of payments will be matched with federal funds.

Other Issues To Consider

Each applicant is required to permit the state to identify and locate the father of the AFDC-eligible children in order to collect court-ordered payments for their support. Support payments are collected through the Internal Revenue Service under some circumstances. Fathers who are federal or military employees or who receive federal retirement benefits and/or Old Age, Survivors, and Disability Insurance (see p. 6.27) may have their wages or benefits garnished to enforce their obligation to support their children.

Mothers receiving AFDC are required to register for work or training under WIN once their youngest child reaches age six.

State and local welfare offices do not have to be concerned specifically with any handicapping conditions which may exist in an AFDC family. Their only task is to determine eligibility based on income and resources. They can refer developmentally disabled persons to appropriate services, however, and therefore should be made aware of the disabilities. See the program descriptions on Supplemental Security Income (SSI) (see p. 6.29) and WIN for a more detailed discussion of this issue.

For Further Information

Public Law:
Title IV-A of the Social Security Act of 1935, as amended

United States Code:
42 USC 601 et seq., 1301 et seq., 1351 et seq.

Code of Federal Regulations:
45 CFR 200 et seq.

Catalog of Federal Domestic Assistance:
OMB Number 13.761

Federal Agency:
Office of Family Assistance
Social Security Administration
Department of Health, Education, and Welfare
330 C St., SW
Washington, DC 20201
(202) 245-1676

OASDI (RSDI)

Old-Age, Survivors, and Disability Insurance—Social Security Benefits

Purpose

This program provides direct cash payments from the Social Security Administration to disabled, retired, and surviving dependent individuals.

Services

Monthly cash benefits are paid to eligible:

- disabled people and to their dependents throughout the period of disability;
- retired workers and their eligible dependents; and
- surviving dependents of deceased workers.

Who Is Eligible?

- For disability benefits, a disabled worker's eligibility is determined by:
  - —his or her disability;
  - —how long he or she worked in jobs which payed into the social security system; and
  - —his or her age.

  Dependents of eligible workers can also receive benefits and include:
  - —unmarried children under 18;
  - —children age 18 through 21, if unmarried and full-time students;
  - —unmarried disabled children of any age if disabled before age 22;
  - —wives and husbands of any age if children in their care are receiving social security benefits; and
  - —wives and dependent husbands aged 62 or over.
- For retirement benefits, retired workers age 62 and over who have worked the required number of years under the social security system are eligible. If eligible workers apply before age 65, they will receive permanently reduced benefits.

  In addition, certain dependents can receive benefits if they are:
  - —wives or dependent husbands, age 62 or over;
  - —wives or husbands of any age with dependent children in their care if children are entitled to social security payments;
  - —unmarried children under age 18 (22 if in school); or
  - —unmarried disabled children if they are disabled before age 22.
- For survivors benefits, dependents of deceased workers are eligible if the worker had enough work credits. This includes:
  - —widows or dependent widowers age 60 or older;
  - —widows or widowers of any age if caring for dependent or disabled children under 18;
  - —unmarried disabled children if disabled before age 22;
  - —widows or widowers, age 50 or older, who become disabled not later than seven years after a worker's death; and
  - —dependent parents, age 62 or older.

How To Apply

Potential applicants should contact the local social security office and make written application for benefits. Depending on which benefits are being applied for, the applicant should provide proof of:

- age;
- relationships to worker;
- school attendance; or
- disability.

Other Issues To Consider

This program is also known as the Retirement, Survivors, and Disability Insurance (RSDI) Program. A person may be eligible for this program and receive payments in conjunction with other programs such as SSI (see p. 6.29).

If an application is denied, the applicant who believes he or she is eligible should request in writing reconsideration of his or her application within 30 days after notice of the denial has been received. Several levels of appeal are available:

- hearing before an administrative law judge;
- review by the appeals council; and, finally,
- complaints filed in Federal District Court.

Do not simply accept a verbal denial of an application. Social security decisions should always be provided in writing.

For Further Information

The local social security office can provide information on this program. Many pamphlets on OASDI are available from the local or national social security office.

Public Law:
Title I of the Social Security Act of 1935, as amended

United States Code:
42 USC 401-429

Code of Federal Regulations:
20 CFR 401, 404, 422

Catalog of Federal Domestic Assistance:
OMB Numbers 13.802, 13.803, 13.805

Federal Agency:
Social Security Administration
Department of Health, Education, and Welfare
Baltimore, MD 21355
(301) 594-1234

SSI

Supplemental Security Income

Purpose

SSI provides direct cash payments to elderly people and disabled children or adults who have a low income.

Services

Cash assistance in the form of monthly checks is provided to eligible people from the Social Security Administration. In addition, all states supplement the SSI payment for certain categories of recipients.

All disabled adult SSI recipients who could potentially benefit from vocational rehabilitation must be referred to the state vocational rehabilitation agency. All children who receive SSI must be referred to the state agency for children's services. In most states this agency will be the Crippled Children's Services (see p. 5.11) agency, but it may be the state department of mental retardation or a similar agency. This agency must coordinate all services for SSI children.

All SSI recipients are also eligible for food stamps (see p. 4.15). There is a separate application for food stamps which must be filled out at the food stamp office. In California and Massachusetts, cash for food rather than food stamps is provided to SSI recipients.

Most SSI recipients are also eligible for medical assistance under the Medicaid program (see p. 5.23) which pays for a broad range of medical services. There is also a separate application for Medicaid which must be filled out at the appropriate state agency, usually the department of public welfare or the department of social services.

Three supportive services must be made available to SSI recipients under Title XX (see p. 4.93). These services vary from state to state, and often many more than three services are available to SSI recipients.

If families with dependent children are applying for SSI, their potential eligibility for Aid to Families with Dependent Children (AFDC) (see p. 6.25) must be explored at the time of application. The local social security office must determine which of the two programs, SSI or AFDC, is appropriate to the applicant and family. SSI recipients may also be eligible to receive payments under the OASDI program (see p. 6.27).

With the exception of vocational rehabilitation services, children's services, and AFDC, the Social Security Administration is not required to refer applicants to other services for which they may be eligible or to tell applicants where to find out about other services.

Who Is Eligible?

Disabled people of any age and people over age 65 who have limited income and resources may be eligible for SSI. Financial eligibility is determined by a very complicated process which takes into account all income and resources of the applicant and other household members. Some income and resources may be disregarded when determining financial eligibility. A disabled individual or his or her family can own a home and other resources and still be eligible for SSI.

Adults must demonstrate that their disability prevents them from engaging in substantial gainful activity to be found eligible for SSI. Developmentally disabled adults unable to engage in substantial gainful activity can be determined disabled for SSI purposes if they are mentally retarded, have cerebral palsy or epilepsy, or are psychotic with autistic characteristics. There is no separate eligibility category for autism.

A child's disability must be shown to prevent normal growth and development before she or he may be found eligible for SSI. New regulations on childhood disabilities list the following classifications of disability for developmentally disabled children: epilepsy (grand mal and petit mal), cerebral palsy, mental retardation, and functional psychotic disorders under which many autistic children are categorized.

Most autistic children are also mentally retarded. If an autistic child is mentally retarded, it may be easier for him or her to qualify for SSI by filling out the mental retardation application.

An important issue for SSI eligibility is living arrangements. Advocacy groups should be aware that some kinds of living arrangements may result in an individual losing SSI. The basic elements which determine loss or reduction of SSI are: if the recipient lives in a public institution; and if the recipient lives in an institution which receives Medicaid in his or her behalf for more than 50 percent of the cost of his or her care.

How To Apply

An individual must submit proof of financial need and degree of disability to the local office of the Social Security Administration. Financial need is demonstrated with records of income and resources such as wage statements, bankbooks, and check stubs of other benefits the applicant may be receiving such as veterans' benefits or social security disability benefits, copies of life insurance policies, and the like. The local office will make a preliminary decision about financial eligibility.

A state disability determination unit will evaluate all the information about a disability that the applicant submits to the local social security office. Taking the required financial and medical documentation when applying expedites the application process.

The social security office requires many forms of documentation in order to make a determination on a child's eligibility based on his or her disability. Required documentation will include statements by physicians, psychiatrists, social workers, and other professionals who have examined or observed the child. To find out the specific information required for a child before applying, contact the local social security office.

Payment Amounts

As of July 1, 1977, an eligible individual may receive a maximum monthly federal benefit of $177.80. The level of SSI benefit varies depending on the individual's income, resources, and living arrangements and an additional amount in state supplementation will increase the total payment.

Generally, SSI checks are mailed directly to the recipient. In the case of children and adults who are not able to manage their own affairs, however, a representative payee may be appointed to receive the recipient's SSI payment in his or her behalf. The local social security offfice will attempt to find a representative payee who has the closest relationship to the recipient and who is most involved with the recipient's daily care. Family members are preferred as representative payees.

Other Issues To Consider

Over 50 percent of all initial applications for SSI are denied. More than half of these denials are reversed on appeal. It is therefore important for advocates to be aware of the appeals procedures for SSI.

If an application is denied, or if recipient's payment is reduced or terminated and it appears that he or she is indeed eligible, a written "request for reconsideration" should be filed within 30 days of the notification of the denial at the social security office. In the case of a reduction of payment, if the recipient files a request for reconsideration within 10 days of the notification, the original payment level will continue until the reconsideration has been completed. If the request for reconsideration is filed after 10 days, but before 30 days, the payment amount will be reduced but the recipient's eligibility will be retained.

If the social security office still thinks the applicant should not get SSI, he or she should ask in writing for a hearing within 30 days. An administrative law judge will review and redecide the case based on any additional information that has been submitted.

If the administrative law judge makes an unfavorable decision, an appeals council review can be requested. The appeals council will review the case and any new material, and will decide if the applicant qualifies for payments.

If the appeals council makes a negative decision, a complaint can be filed in Federal District Court. This is the final appeals recourse.

SSI is still underused by developmentally disabled persons. Knowledge of the appeals procedures and the documentation needed at all stages of the application and appeals process can help advocates be more effective in helping developmentally disabled persons obtain SSI. The importance of SSI eligibility as a means of becoming eligible for other services cannot be overestimated. The value of such services as Medicaid can far outweigh the amount of the SSI cash payment. Advocates need to disseminate information on related services.

The governmental affairs offices of the national voluntary organizations for the developmentally disabled are informed about the many changes in SSI regulations. Many of these issues are discussed in *Word from Washington* (see p. 10.25) and the National Association for Retarded Citizens *Government Report* (see p. 10.25). When state affiliates become aware of problems with SSI or with beneficial ways of using SSI, this information should be relayed to the national organizations so that it can be shared nationally.

For Further Information

Publications on SSI can be obtained from the local social security office. Specific questions on SSI may be answered by referring to the Social Security Claims Manual, the guide which social security personnel use when examining an applicant's written evidence. It is a complicated resource to use, but it is a public document which anyone can review at the local office.

Public Law:
Title XVI of the Social Security Act of 1935, as amended

United States Code:
42 USC 301 et seq.

Code of Federal Regulations:
20 CFR 401, 416, 422

Catalog of Federal Domestic Assistance:
OMB Number 13.807

Federal Agency:
Social Security Administration
Department of Health, Education, and Welfare
Baltimore, MD 21235
(301) 594-1234

Habilitation, Rehabilitation, and Vocational Training

Overview

Developmental Disabilities—Basic Support

Vocational Education—Basic Support

Vocational Rehabilitation—Basic Support

Habilitation, Rehabilitation, and Vocational Training Overview

Service Need Definition: Habilitation, rehabilitation, and vocational training services are aimed at developing an individual's skills to help that person reach his or her maximum potential and move toward independence.

In the past decade specific programs for the disabled gradually have been replaced by larger generic* service programs. Of the three programs described in this service need category, Vocational Education—Basic Support exemplifies this trend best by serving the handicapped as a part of its target population. Developmental Disabilities—Basic Support promotes the trend of inclusion of the handicapped in generic service programs through comprehensive planning and coordination. Vocational Rehabilitation—Basic Support contradicts this trend, since it provides services exclusively to handicapped persons.

The vocational education program is an example of a state-federal program that has made an effort to include handicapped persons. Vocational education programs have come a long way from the high school shop courses of yesterday to the development of programs that can lead to viable career alternatives. Programs have been developed in areas such as consumer education, homemaker education, vocational guidance and counseling, and vocational training.

The key aim of the development disabilities basic support program is to promote the inclusion of the developmentally disabled in the generic service system by assessing their needs, the current services available, and the service gaps through the analysis of state plans and programs. In addition, the developmental disabilities program requires the establishment of a state council to serve as a forum for communication between developmentally disabled people and/or their advocates and service providers and state agency representatives. This program also funds activities such as protection and advocacy systems and some direct service programs.

In contrast to the trend of the past decade, the vocational rehabilitation program provides services only to handicapped persons. Many of the services provided by vocational rehabilitation can be provided to nonhandicapped persons by generic programs such as WIN—Employment Services (see p. 6.19) or Title XX—Social Services (see p. 4.93). Vocational rehabilitation is basically a state-federal program to help handicapped persons reach their maximum vocational potential. Extensive services can be provided for in an individual's habilitation plan*, which is prepared by the agency and the individual. The most recent vocational rehabilitation legislation has emphasized the need to serve the severely and profoundly disabled; the translation of this emphasis into real program activity, however, was not specifically mandated.

Because these three programs approach serving developmentally disabled people with three distinct systems and because they all have the potential to address some services needs of habilitation*, rehabilitation*, and vocational training, they should be closely scrutinized. Since they are all state-federal programs, there will be variations on the themes presented here.

Developmental Disabilities— Basic Support

Purpose

This program assists states in developing and implementing a comprehensive and continuing plan for identifying and meeting the needs of developmentally disabled people and a system for the protection and advocacy of their individual rights.

Services

This program encourages coordinated and comprehensive service delivery. Since the program has a relatively low funding level, a primary thrust has been planning and coordination, and funding of short-term projects rather than the direct provision of long-term services. Services that are funded under this program may include, but are not limited to:

- state and local planning and administration of services and facilities;
- construction of facilities;
- day care involving creative, social, physical, and learning activities for individuals;
- training;
- treatment to halt, control, and reverse processes which cause, aggrevate, or complicate a disability;
- services that maintain health and well-being, including food, shelter, and clothing;
- special living arrangements* for persons who need some degree of supervision;
- the systematic appraisal of the physical, psychological, vocational, educational, economic, legal, and environmental aspects of an individual's life;
- the provision of psychological, social, medical, and other diagnostic services necessary to verify the presence of a developmental disability;
- sheltered employment* activities, which may involve work education, work adjustment, occupational skills development, and full or part-time paid employment;
- domiciliary care* for persons who need 24-hour supervision;
- formal and informal education that does not duplicate state and federal efforts;
- demonstration of new techniques in service delivery and administration;
- transportation to and from services;
- counseling;
- recreation;
- follow-along services involving the establishment and maintenance of a counseling relationship on a long-term basis so that needs are recognized and appropriately met;
- information about program resources and referral to such services; and
- sociolegal services to assist individuals who are unable to manage their own resources or protect themselves from neglect or abuse. For a complete discussion of protection and advocacy systems required by this program, see Chapter 9.

Who Is Eligible?

Individuals are eligible to receive services if they are mentally retarded, cerebral palsied, epileptic, autistic, or have any neurological condition closely related to mental retardation which originated prior to age 18, is likely to be permanent, and is severely disabling.

Public and nonprofit organizations and agencies are eligible for grant funds from states.

All states and territories are eligible for formula grant funds.

How To Apply

Individuals apply directly to service providers. To find out what services are available to the developmentally disabled population in a particular state, contact the State Planning Council on the Developmental Disabilities or the state agency designated by the Governor as responsible for the developmental disabilities program.

Organizations and agencies interested in obtaining funds must apply to the designated state agency in accordance with the procedures for grant awards developed by that agency. Generally applications are submitted in response to grant announcements and are limited to projects concentrating on the priorities identified in the state plan for developmental disabilities.

To be eligible for the formula grant funds, each state must submit an annual state plan to the Developmental Disabilities Office at the Department of Health, Education, and Welfare. This plan must document the nature, extent, and scope of services available, the population currently served and to be served, and how funds will be used to address identified needs.

States must also establish a Developmental Disabilities State Planning Council. For a discussion of this council and its responsibilities, see Chapter 1.

Programs Funded

Each state with an approved state plan receives a formula grant of no less than $150,000 based on the state's population, per capita income, and financial need (see Figure 7.1 for the fiscal year 1978 formula grants and protection and advocacy grants for each state). Territories are each alloted $50,000. These formula grant funds must be matched by state or local funds on a 75 federal/25 state or local ratio; for projects in poverty areas, the required match is 90 federal/10 state or local.

Of the total state allotment, up to 10 percent may be used for construction expenses, and 5 percent (or $50,000 if that is less) may be used for administrative expenses.

Other Issues To Consider

The 1975 amendments to the developmental disabilities legislation (Title II of Public Law 94-103) mandated the establishment by October 1, 1977, of state protection and advocacy (P&A)* systems in order for states to receive their formula grant allotments for fiscal year 1978. The P&A systems must:

- be separate from the basic developmental disabilities formula grant program;
- have the authority to pursue legal, administrative, and other remedies on behalf of the developmentally disabled population; and
- have the authority to review all complaints regarding the infringement of rights and denial of benefits.

For Further Information

For regulations and further information about this program, contact the Developmental Disabilities Office.

Public Law:
91-517, Developmental Disabilities Services and Facilities Construction Act, as amended by P.L. 94-103

United States Code:
45 USC 6001

Code of Federal Regulations:
45 CFR 1385

Catalog of Federal Domestic Assistance:
OMB Number 13.630

Federal Agency:
Developmental Disabilities Office
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 245-0335

Figure 7.1

Developmental Disabilities Program
Fiscal Year 1978

States	Formula Grants ($)	Protection and Advocacy Grants ($)
Alabama	641,472	60,491
Alaska	150,000	20,000
Arizona	277,927	26,808
Arkansas	358,926	33,999
California	2,296,014	216,907
Colorado	282,801	27,761
Connecticut	345,905	33,495
Delaware	150,000	20,000
District of Columbia	150,000	20,000
Florida	1,013,516	97,299
Georgia	713,464	69,439
Hawaii	150,000	20,000
Idaho	150,000	20,000
Illinois	1,296,855	122,020
Indiana	736,324	69,107
Iowa	424,866	37,144
Kansas	299,210	28,072
Kentucky	613,106	56,917
Louisiana	605,562	[illegible]
Maine	178,230	20,000
Maryland	470,757	44,175
Massachusetts	717,164	69,228
Michigan	1,173,207	109,930
Minnesota	542,290	49,581
Mississippi	440,326	42,593
Missouri	676,952	64,265
Montana	150,000	20,000
Nebraska	223,404	20,440
Nevada	150,000	20,000
New Hampshire	150,000	20,000
New Jersey	824,234	78,868
New Mexico	172,498	20,000
New York	2,124,527	209,427
North Carolina	875,460	83,582
North Dakota	150,000	20,000
Ohio	1,409,145	134,932
Oklahoma	410,037	38,833
Oregon	290,893	28,209
Pennsylvania	1,676,518	156,966
Rhode Island	150,000	20,000
South Carolina	462,382	44,872
South Dakota	150,000	20,000
Tennessee	678,845	64,600
Texas	1,612,424	155,140
Utah	173,387	20,000
Vermont	150,000	20,000
Virginia	684,380	64,196
Washington	416,918	40,269
West Virginia	387,247	34,015
Wisconsin	667,286	61,127
Wyoming	150,000	20,000
American Samoa	50,000	20,000
Guam	50,000	20,000
Puerto Rico	713,541	67,220
Trust Territories	50,000	20,000
Virgin Islands	50,000	20,000
TOTAL	30,058,000	3,000,000

Vocational Education—Basic Support

Purpose

This program develops, maintains, extends, and improves vocational education programs and supports part-time employment for participating youths to enable them to continue full-time vocational training.

Services

States receive formula grant vocational education funds in proportion to the size of their 15-65 year old population and per capita income as they relate to the national figures for the size of the working population and income. These funds can be used by the state and local education agencies for:

- vocational, including consumer and homemaker, education programs;
- construction of vocational education school facilities;
- vocational guidance and counseling;
- teacher training and supervision;
- nonadministrative costs of work-study programs, including purchase of equipment necessary for sponsors to participate in the program;
- special programs for disadvantaged individuals;
- development of curricula and instructional materials;
- program evaluation; and
- state administrative costs.

States must use 80 percent of their allotment* for these purposes. States must also allocate the following minimum portions of their allotment as follows:

- 20 percent for programs for the disadvantaged and for those with limited English-speaking ability;
- 15 percent for postsecondary and adult vocational education;
- 10 percent for programs for the handicapped; and
- in areas that are economically depressed and have high unemployment, at least 33 percent for consumer and homemaker education programs.

Funds are also used to establish research coordination units (RCU) to support programs for:

- research;
- vocational education in urban centers with high concentrations of low-income persons, unskilled workers, and unemployed people;
- training of people in rural areas and those migrating from farms to urban areas; and
- training of those with limited ability to speak English.

States must match federal funds dollar for dollar with nonfederal funds.

Who Is Eligible?

Individuals eligible for services under this program are those who:

- are in high school;
- have completed or discontinued formal education and are preparing to enter the labor market; or
- have entered the labor market, but need to upgrade their skills or learn new ones.

Priority emphasis in the provision of vocational education is placed on:

- disadvantaged persons—those who have academic, socioeconomic, cultural, and linguistic handicaps; and
- handicapped persons—those who are mentally retarded, autistic, cerebral palsied, epileptic, speech- or sight- or hearing-impaired, seriously emotionally disturbed, or have other health impairments.

Public and private sponsors are eligible to participate in work-study programs.

Public and nonprofit agencies and institutions are eligible to apply for RCU status and funding.

Local education agencies are eligible for vocational education funds from the state.

All states and territories are eligible for vocational education formula grant funds.

How To Apply

Individuals contact local education agencies to find out about available vocational education programs and their application procedures.

Local educational agencies and public and private organizations and institutions apply to the state education agencies for funds. Each state must develop policies and procedures for requesting, reviewing, and awarding grant funds.

Each participating state must submit a five-year state plan and an annual program plan to the Bureau of Occupational and Adult Education, Department of Health, Education, and Welfare (DHEW). This plan must:

- identify the existing and potential population in need of vocational education services;
- describe the services to be delivered;
- present the budget and administrative plan; and
- detail the evaluation methods to be used to measure program effectiveness.

The plan must also document the state's intention to implement a work-study program, provide consumer and homemaker education programs, develop special programs for disadvantaged individuals, and/or establish and operate an RCU.

Each state must also establish a state advisory council on vocational education which must:

- advise the state vocational education agency or board on the development and administration of the five-year state vocational education plan;
- evaluate vocational education programs, services, and activities;
- identify the vocational education, employment, and training needs of the state and assess the extent to which vocational education, employment training, vocational rehabilitation, and other programs meet those needs; and
- prepare and submit an annual evaluation report through the state board of vocational education to DHEW.

Programs Funded

During fiscal year 1976, about 16 million students were enrolled in vocational education programs ranging from industrial arts and work-study to secretarial and management trainee experiences. In fiscal year 1977, 59 RCU's were funded with an approximate student enrollment of 250,000.

For Further Information

Guidelines and additional information concerning this program may be obtained by writing to the state vocational education agency or board or to the Vocational and Technical Education Division at DHEW.

Public Law:
Vocational Education Act of 1963, as amended by Vocational Education Amendments of 1968, 1972, and 1976

United States Code:
20 USC 1241-1391, 2301-2461

Code of Federal Regulations:
45 CFR 100, 102, 104, 105

Catalog of Federal Domestic Assistance:
OMB Numbers 13.493 (Basic Support)
13.494 (Consumer and Homemaker Education)
13.495 (Program Improvement)
13.499 (Disadvantaged Individuals)

Federal Agency:
Division of Vocational and Technical Education
Bureau of Occupational and Adult Education
Office of Education
Washington, DC 20202
(202) 245-9851

Vocational Rehabilitation—Basic Support

Purpose

This program assists disabled individuals in preparing for and engaging in paid employment.

Services

Vocational rehabilitation services can include, but are not limited to:

- diagnosis and evaluation of the individual's rehabilitation potential;
- counseling, guidance, referral, and job placement;
- vocational training;
- physical and mental health services;
- income maintenance during rehabilitation;
- interpreter services for the deaf and orientation and mobility training for the blind; and
- transportation.

Each eligible individual and a rehabilitation counselor devise a vocational rehabilitation program—called a habilitation plan*—for the individual. The plan prescribes services and their initiation dates and duration, formulates definite goals for the individual's progress, and sets up means of evaluating this progress.

In addition, particular groups of people can receive all of these services as well as small business management services and supervision, and funds to construct or establish rehabilitation facilities.

These services are provided by each state with formula grant funds received from the Department of Health, Education, and Welfare (DHEW). State agencies can offer services directly to individuals or can extend grants and contracts to nonprofit organizations to provide the services.

The state can also use formula grant funds for planning and administrative costs.

Who Is Eligible?

A. Individuals who have a physical or mental disability that constitutes a substantial handicap to employment are eligible for vocational rehabilitation services. The individual must show reasonable capability for benefiting from vocational rehabilitation services in terms of employment. There has been a recent emphasis on delivery of services to those individuals who are severely disabled.

Supplemental Security Income (SSI) (see p. 6.29) recipients under 65 years who are blind or disabled are also eligible for vocational rehabilitation services if:

- the disability is not so rapidly progressive as to outrun the efforts of vocational rehabilitation services;
- the effect of the disability, without the vocational rehabilitation services planned, is expected to remain at a level of severity which would result in the continuing eligibility of the individual for SSI;
- there is a reasonable expectation that vocational rehabilitation services will enable the individual to be employable; and
- the predictable period of productive work activity is long enough that the expenditures made for services are expected to be offset by the nonpayment or substantial reduction of SSI payments which otherwise would be made to the individual.

SSI recipients do not have to pass any means tests* to receive vocational rehabilitation services, even if other applicants must. SSI recipients must receive the full range of services offered to others within a reasonable time.

Recipients of Old-Age, Survivors, and Disability Insurance (OASDI) (see p. 6.27) and Aid to Families with Dependent Children (AFDC) (see p. 6.25) registered in the Work Incentive Program (see p. 6.19) for whom it is determined that there exists sufficient vocational rehabilitation potential are also eligible for services.

B. Public and private nonprofit agencies and organizations are eligible for funds. This includes doctors, therapists, employment specialists, work activity centers, sheltered workshops, and vocation evaluation clinics. Organizations can receive construction and acquisition funds in some states for such eligible structures as group homes, independent apartments, or sheltered workshops. Equipment and supplies can also be purchased with these funds in some states.

How To Apply

A. To have their eligibility determined, individuals apply in writing for an appointment at their local, regional, or state rehabilitation office, as appropriate (this varies among states). Once eligibility has been determined, services must be prescribed according to the habilitation plan designed by the individual and a vocational counselor.

SSI recipients who are blind or disabled and OASDI recipients should be referred automatically to the state vocational rehabilitation agency for services.

B. Each participating state must submit an annual state plan or annual revisions of the state plan to DHEW. This plan must identify the existing and potential population in need of vocational rehabilitation services, describe the services to be provided, present the budget and administrative plan, and detail the evaluation methods to be used to test program effectiveness. Once the plan is approved, the state can apply to the Rehabilitation Services Administration at DHEW for a portion of the Social Security Trust Fund to pay for services provided to SSI and OASDI recipients, and apply to Rehabilitation Services Administration for the formula grant to provide services to others.

Other Issues To Consider

Vocational rehabilitation services are the services most utilized by individuals who have a disability, especially since the program has placed a high priority on serving the severely disabled. New approaches to the concept of employability have included prevocational activities and job adjustment efforts, which focus on adapting job activities to the abilities of the individual.

If an individual is incapable of acting on his or her own behalf, then a parent, guardian, or advocate can act for him or her, especially in the design of the habilitation plan.

If a SSI or OASDI recipient is not referred for vocational rehabilitation services, contact the local Social Security Office and request the referral.

For Further Information

The state agency that administers this program can be identified by contacting the Governor's office in your state. Advocates should examine the current vocational rehabilitation state plan, which is a public document available at your local vocational rehabilitation office. For regulations and information concerning this program, contact the Division of State Program Financial Operations at DHEW.

Public Law:
93-112, Rehabilitation Act of 1973, as amended by P.L. 93-516

United States Code:
29 USC 701

Code of Federal Regulations:
45 CFR 101

Catalog of Federal Domestic Assistance:
OMB Numbers 13.624 and 13.625

Federal Agency:
Division of State Program Financial Operations
Rehabilitation Services Administration
Office of Human Development Services
Department of Health, Education, and Welfare
Washinton, DC 20201
(202) 245-0474.

Life Skills and Education

Overview
Bilingual Vocational Training
Career Education
Community Schools
Consumer Education
Donated Surplus Property
Early Childhood Assistance Grants
Education Innovation and Support Grants
Follow-Through
Head Start
Libraries and Learning Resources
Media Services and Captioned Films
Preschool and School Programs for the Handicapped
Part B Funds
Programs for Severly Handicapped Children
Programs for the Handicapped in State-Supported Schools
Regional Deaf-Blind Centers
Regional Education Projects for Deaf/Handicapped Persons
Regional Resource Centers for the Handicapped
Special Services for Disadvantaged Students

Life Skills and Education Overview

***Service Need Definition:* Life skills and education services are aimed at providing learning experiences to develop the ability to acquire knowledge and basic skills, and to apply them to everyday living. Life skills and education can be taught in structured classes, in learning centers, at home, or in the community.**

Equal opportunity for an education is a fundamental right of the handicapped. The Education for All Handicapped Children Act (Public Law 94-142) and Section 504 of the Rehabilitation Act of 1973 help to affirm this right (see Chapter 9 for a discussion of federally protected rights). They require that:

- Handicapped persons, regardless of the nature or severity of their handicap, must be provided a free, appropriate education—this means equal access to preschool, elementary, secondary, postsecondary, adult, and vocational education. If a school system fails to provide the required education services for a handicapped child, that system must pay for an appropriate education elsewhere.
- Handicapped students must be educated with nonhandicapped students to the maximum extent appropriate to their needs.
- A school system cannot deny an education to a handicapped child for lack of money to start special classes. Resources must be distributed evenly; the handicapped cannot be denied while others are receiving educational services.
- An individualized education program must be devised to meet the needs of each handicapped child. It must be developed by school officials, teachers, parents or guardians, and, if possible, the child as well. Procedural safeguards must be established to enable parents and guardians to influence decisions regarding the evaluation and placement of their children.
- Education agencies must make efforts to identify and locate all unserved handicapped children. Priority must be given to serving these children and the most severly handicapped children who are receiving inadequate education.
- Evaluation procedures must be improved in order to avoid the inappropriate education that results from the misclassification of students.

The federal programs described in this section are all resources that can be used in a variety of ways to provide life skills and education for developmentally disabled people. Several of the programs are fairly comprehensive in scope, supporting projects that may provide for educational and physical diagnosis, individualized curriculum development, counseling, and staff and parent training. Refer to each program description to ascertain the precise services involved in a specific program. They are:

- Early Childhood Assistance Grants
- Education Innovation and Support Grants
- Follow-Through
- Head Start
- Preschool and School Programs for the Handicapped
- Programs for Severely Handicapped Children
- Programs for the Handicapped in State-Supported Schools
- Regional Deaf-Blind Centers

Two programs described are diverse in focus, but do not emphasize the direct provision of services to individuals. Community Schools supports education, recreation, cultural, and other services designated as areas of need by the community. Regional Resource Centers for the Handicapped provide assistance and information to teachers and, at times, parents of handicapped children and conduct research on the educational needs and learning processes of the handicapped.

The remaining programs in this section are specific in their emphasis and, therefore, more limited in scope. All have potential application for the developmentally disabled:

- Bilingual Vocational Training supports vocational training programs which include instruction in English to help participants get skilled jobs that require English-speaking ability.
- Career Education strives to enable students to make informed job choices and to obtain pertinent training.
- Consumer Education develops programs for consumers, trains staff, and disseminates materials.

- Under the Donated Surplus Property program, the federal government gives or sells at a discount surplus land and property to be used for education or health purposes.
- Libraries and Learning Resources establishes, improves, and expands library and learning resources, supports minor remodeling to accommodate instructional equipment, and provides guidance services to help students with course choices.
- Media Services and Captioned Films loans captioned films and instructional materials to the deaf, supports research into the use of media by the handicapped, and trains teachers and parents in media utilization.
- Regional Education Projects for Deaf/Handicapped Persons provides support services, such as interpreters, for deaf or other handicapped people enrolled in adult, vocational, technical, and postsecondary education programs.
- Special Services for Disadvantaged Students include tutoring , cultural enrichment, reading skills courses, counseling, and referral to service agencies for physically and economically handicapped youth to enable them to begin, continue, or resume postsecondary education.

Bilingual Vocational Training

Purpose

This program prepares persons of limited English-speaking abilities for employment as semiskilled or skilled workers, technicians, and paraprofessionals.

Services

The program awards grants and contracts for vocational training programs which include instruction in the English language to help participants get skilled jobs that require English-speaking ability.

Cash allowances are available for participants.

Who Is Eligible?

Individuals who meet the criteria for vocational education programs (see p. 7.7) and who need to improve their language skills may receive training through this program.

Postsecondary educational institutions, nonprofit vocational training institutions, and nonprofit educational or training organizations especially created to serve non-English speaking groups are eligible for project grants. Profit-oriented organizations may receive contracts only.

State and local education agencies are eligible to receive grant funds.

How To Apply

Individuals interested in participating in vocational education programs should contact their local education agency concerning the availability of services and procedures for participation. Program activities must be provided in terms of the individual's needs and abilities. Consultation with a school counselor or vocational education counselor should assist the individual in understanding how this program can be beneficial.

Applicants must submit an application to the Office of Education and a copy of their application to the state vocational education board or agency.

Programs Funded

Of the total funds available for bilingual programs, 65 percent may be used to award grants or contracts for this program. Projects include bilingual vocational instruction in typical areas such as metal work, secretarial skills, management, and homemaking.

This program is not the only resource for bilingual services. The state has the option to use some of its formula grant funds for vocational education for bilingual vocational training and related activities.

For Further Information

For regulations and information relating to this program, contact the Division of Research and Demonstration.

Public Law:
Vocational Education Act of 1963, Title I, Part 3, Subpart 3, Section 184, as amended by P.L. 94-482

United States Code:
20 USC 2414

Code of Federal Regulations:
45 CFR 105

Catalog of Federal Domestic Assistance:
OMB Number 13.558

Federal Agency:
Division of Research and Demonstration
Bureau of Occupational and Adult Education
Office of Education
Washington, DC 20202
(202) 245-9634

Career Education

Purpose

This program supports the development of career education projects.

Services

This program provides grants and contracts for:

- career education demonstration projects in kindergarten through high school, community colleges, community agencies, and colleges and universities;
- demonstration of effective methods for career education for handicapped, gifted, minority, or female students;
- training or retraining of persons for conducting career education programs; and
- information dissemination to those involved in career education and to the public.

Who Is Eligible?

Children, including the handicapped, are eligible to receive services through projects.

State and local education agencies, institutions of higher education, and other nonprofit agencies are eligible to apply for grants and contracts.

How To Apply

Individuals who wish to participate in career education projects should contact their local or state education agency to find out if projects exist in their area.

Eligible agencies and organizations must submit applications for grants and contracts to the Office of Education, sending copies of the applications to their state education agency.

For Further Information

Regulations and other publications relating to the program can be obtained by writing the Office of Career Education.

Public Law:
93-380, Special Projects Act, Title IV, Section 406, as amended

United States Code:
20 USC 1865

Code of Federal Regulations:
45 CFR 160d

Catalog of Federal Domestic Assistance:
OMB Number 13.554

Federal Agency:
Office of Career Education
Office of Education
7th and D St., SW
Washington, DC 20204
(202) 245-2284

Community Schools

Purpose

This program provides educational, cultural, recreational, and other related community services through the establishment of community education programs.

Services

The program provides grants and contracts for projects which involve:

- education, recreation, cultural, and other community services designated as areas of need by the community;
- technical assistance to plan, establish, expand, and operate projects; and
- training for personnel to plan and operate projects.

Who Is Eligible?

Any community member is eligible to participate in projects or receive services.

Colleges and universities are eligible to receive grants for personnel training.

Local education agencies and other agencies responsible for education in the community are eligible to apply for grants to establish, expand, improve, or maintain local community education programs.

State education agencies are eligible to apply for funds to establish community education programs in their state.

A group other than a state or local education agency, college, or university wishing to apply for a grant should contact the Community Education Program to ascertain whether they are eligible for funds.

How To Apply

Program proposals must be submitted by eligible agencies to the Office of Community Education. Applications must provide an analysis of the needs of the community to be served and documentation that any groups or individuals broadly representative of the community were involved in an advisory capacity in the preparation of the application.

Programs Funded

A project cannot be solely targeted for the handicapped; however, activities for the disabled could constitute a component of a project designed to serve the general population.

In Marion County, West Virginia, a project sponsored by the parks and recreation department in cooperation with the YWCA and the local board of education serves preschool, preteen, teen, adult, senior citizen, and handicapped members of the community. The recreation department provides instructors and lesson planning for a tumbling class for children in special education courses. They work with children on psychomotor skills, and on cognitive and affective skills by having the children read and remember gymnastic safety rules and match tumbling moves to cards with printed descriptions and illustrations of the moves.

The federal share of a state or local educational project cannot exceed 80 percent of the cost to establish a new program, 65 percent of the cost to expand or improve a program, 55 percent of the cost after the first year, and 40 percent of the cost to maintain a program.

For Further Information

For regulations and other information concerning this program, contact the Community Education Program.

Public Law:
93-380, Special Projects Act, Title IV, Section 405, as amended by the Education Amendments of 1974

United States Code:
20 USC 1864

Code of Federal Regulations:
45 CFR 160C

Catalog of Federal Domestic Assistance:
OMB Number 13.563

Federal Agency:
Community Education Program
Bureau of Occupational and Adult Education
Office of Education
Washington, DC 20202
(202) 245-0691

Consumer Education

Purpose

This program supports consumer education.

Services

This program provides grants and contracts for projects which involve:

- identifying, assessing, and disseminating information on existing consumer education programs;
- training teachers and other educational personnel in consumer education;
- preparing and distributing materials through the mass media;
- establishing and expanding demonstration consumer education programs in schools, institutions of higher education, and community programs; and
- developing and disseminating materials and teaching methods for special population groups, including the handicapped.

Who Is Eligible?

All consumers and potential consumers are eligible to receive services through this program.

Colleges and universities, state and local education agencies, and other public and nonprofit agencies and institutions, including libraries, are eligible to apply for consumer education funds.

How To Apply

Consumers can learn of specific projects in their area by contacting the Office of Consumers' Education.

Eligible agencies submit proposals in accordance with program announcements published in the *Federal Register* (see p. 10.19). Application is made to the Office of Consumers' Education.

Local education agencies apply directly to this office, but must also submit a copy of their application to the state education agency.

Programs Funded

In Washington, DC, Gallaudet College initiated a program designed to improve consumer information for the deaf. They drafted booklets and leaflets designed especially to aid the deaf consumer on such subjects as how to shop, how to obtain the best interest rates, and how to select clothing.

The federal government will pay no more than 80 percent of the cost for projects which involve curriculum development or dissemination of curricular materials. The remaining 20 percent can be contributed in cash or in-kind*.

For Further Information

For regulations and other information about this program, contact the Office of Consumers' Education.

Public Law:
92-318, Elementary and Secondary Education Act of 1962, Section 811, as amended by P.L. 93-380

United States Code:
20 USC 887(d)

Code of Federal Regulations:
45 CFR 160e

Catalog of Federal Domestic Assistance:
OMB Number 13.564

Federal Agency:
Office of Consumers' Education
Bureau of Occupational and Adult Education
Office of Education
Washington, DC 20202
(202) 245-0636

Donated Surplus Property

Purpose

This program donates federal surplus property to eligible organizations and institutions to carry out health and education programs.

Services

Under this program, surplus real property is donated to eligible institutions for use in health and education programs. This property can consist of land with or without buildings and other improvements, or buildings only, with or without related personal property. A discount of from 50 to 100 percent of the sale price is granted based on the proposed use of the property.

Who Is Eligible?

States, local governments, and their subdivisions, and public and nonprofit organizations are eligible to apply for these properties.

How To Apply

The General Services Administration notifies the Department of Health, Education, and Welfare (DHEW) Regional Office when surplus properties become available. The DHEW Regional Offices publish "notices of availability" of the properties. Applicants must respond within 15 days of this notice, demonstrating a current or reasonable future need for the property for a health or education program and the organizational and financial ability to acquire the property and carry out the proposed program. If DHEW approves this initial response, the applicant formally applies to the Regional Office.

Applicants must agree not to sell or lease the property or use the property for any purpose other than they proposed after it has been conveyed to them. Land recipients must make an annual utilization report to DHEW.

Programs Funded

Approximately 100 to 150 tracts of land a year are conveyed through this program. Examples of programs which have obtained federal surplus properties include public schools, rehabilitation programs, drug abuse or alcoholic treatment facilities, research centers, and vocational and medical training centers. The Sunland Center for mentally retarded persons in Gainesville, Florida, is a specific example.

For Further Information

Information on the regional or local application of this program can be obtained by contacting your DHEW Regional Office.

Public Law:
81-152, Federal Property and Administration Services Act of 1949, Sections 203(j) and (k), as amended

United States Code:
40 USC 484

Code of Federal Regulations:
45 CFR Subtitle A, 12

Catalog of Federal Domestic Assistance:
OMB Number 13.676

Federal Agency:
Office of Federal Property Assistance
Office of the Secretary
Department of Health, Education, and Welfare
330 Independence Ave., SW, Rm 514
Washington, DC 20201
(202) 755-8836

Early Childhood Assistance Grants

Purpose

This program supports experimental preschool and early childhood programs for handicapped children.

Services

Demonstration projects funded through this program provide handicapped children up to eight years old with comprehensive therapeutic services that stress parental involvement. These services include:

- total evaluation and assessment of the child;
- individualized classroom situations;
- speech and hearing services;
- pediatric services; and
- physical therapy.

Who Is Eligible?

Individuals are eligible to receive services insofar as they are provided by project grants.

Public agencies, nonprofit organizations, and institutions of higher learning are eligible to apply for project grants.

How To Apply

Individuals interested in finding projects in their area should contact their state department of education or the Bureau of Education for the Handicapped.

Public agencies or private organizations submit applications to the Bureau of Education for the Handicapped. Coordination with the state department of education is encouraged.

An application for a handicapped early childhood assistance grant must have provisions for parental involvement, and for an advisory council composed of members of the community and/or state advisors. Parental involvement includes opportunities for the parents to advise and assist in planning and operation of the project, to be trained during the project, to serve as aides or classroom assistants, and to report on the project to interested professionals and community groups in a public information capacity.

Programs Funded

It is anticipated that in fiscal year 1977, 244 demonstration projects will be funded. Grant awards range from $25,000 to $100,000.

A project in Magnolia, Arkansas, serves mixed handicapped children up to five years of age. An individualized education plan is devised for each child, which includes instruction in the five basic curriculum areas (social, fine and gross motor skills, language, self-help, and cognitive skills). Services are provided to each child and parent two to three hours, one day per week, on a one-to-one basis. The project goal is to enable each child to participate in an educational experience in the least restrictive environment.

For Further Information

The state agency involved with this program is the state department of education. Regulations and other publications relating to the program can be obtained by writing Handicapped Children's Early Education Assistance, Program Development Branch.

Public Law:
91-230, Education of the Handicapped Act, Title VI, as amended by P.L. 94-142

United States Code:
20 USC 1423

Code of Federal Regulations:
45 CFR 100b, 121a, 121m

Catalog of Federal Domestic Assistance:
OMB Number 13.444

Federal Agency:
Handicapped Children's Early Education Assistance
Program Development Branch
Division of Innovation and Development
Bureau of Education for the Handicapped
400 Maryland Avenue, SW
Washington, DC 20202
(202) 245-9722

Education Innovation and Support Grants

Purpose

This program supports supplementary educational services and the improvement of state and local educational management capabilities.

Services

This program funds projects which provide:

- supplemental education centers and services, such as health, mental health, nutrition, and food services, in preschool, special education, and vocational education programs;
- demonstration projects designed to improve and coordinate nutrition and health services;
- training of professionals and auxiliary personnel;
- project evaluation; and
- assistance to state and local educational agencies in the establishment and improvement of programs to identify and meet the needs of local school districts.

Of the formula grant funds allotted to states for this program, 15 percent must be spent on projects for the education of children with specific learning disabilities and handicapped children. In addition, there is a hold-harmless provision* which states that no more than 15 percent of the 1973 state allocation can be spent to improve state and local management capabilities, including comprehensive planning and evaluation. Expenditures for nonpublic school children must equal expenditures for public school children.

Who Is Eligible?

School children and teachers are eligible for services through this program.

Local education agencies are eligible for project grants.

States are eligible for formula grants based on the ratio of the state's 5 to 17 year old population to the total U.S. population.

How To Apply

Students and teachers should contact their local or state education agency to find out how to get services provided through this program.

Local education agencies apply to the state education agency for project grants.

To receive a formula grant, a state must establish an Elementary and Secondary Education Act Title IV State Advisory Council. With the consultation of this Council, the state must then prepare and submit a state plan to the Office of Education.

Programs Funded

Programs eligible for funding under this program encompass a broad spectrum of educationally related services. In Wisconsin, the state education agency is using its funds for activities which include:

- assessment of developmental disability needs;
- technical assistance for developing programs in response to these needs;
- publication and dissemination of program results;
- adoption and adaption of promising practices from one local education agency to another; and
- increasing local education agencies' interest in staff and program development.

For Further Information

For regulations and further information concerning this program, contact the Division of State Educational Assistance Programs.

Public Law:
89-10, Elementary and Secondary Education Act, Title IV, Part C, as amended by P.L. 93-380

United States Code:
20 USC 1831 et seq.

Code of Federal Regulations:
45 CFR 100C, 134

Catalog of Federal Domestic Assistance:
OMB Number 13.571

Federal Agency:
Division of State Educational Assistance Programs
Bureau of Elementary and Secondary Education
Office of Education
Washington, DC 20202
(202) 245-2592

Follow-Through

Purpose

This program supports special instructional projects and health, nutrition, and other services to children from low-income families in grades one through three.

Services

This program was created to sustain and augment the gains that children from low-income families made in Head Start (see p.) and other preschool programs by offering instructional, health, nutritional, and other services in their primary grades. Grants have been awarded to local Follow-Through projects to:

- encourage parent and community involvement in the education process;
- provide health screening, referral, and corrective treatment;
- provide counseling and psychological services for children and parents;
- train staff;
- provide on-site evaluation;
- provide technical assistance to Follow-Through projects;
- develop and implement instructional techniques; and
- disseminate information on Follow-Through projects.

Who Is Eligible?

Children from low-income families who are enrolled in grades one through three in public or private schools are eligible to participate in Follow-Through programs. Usually, half of the children in the program must be graduates of Head Start or a related preschool program.

Local education agencies, public and private institutions of higher education, and other approved educational research agencies and organizations are eligible to receive grants.

How To Apply

Individuals should contact the Follow-Through Division to find out about nearby Follow-Through projects.

No new projects will be directly funded by the Follow-Through Division in fiscal year 1978. Formula grant funds, however, will be distributed to states which can use this money for Follow-Through projects. Contact your state educational agency to see how it intends to use the Follow-Through formula funds and ask for application procedures if grant funding will be available.

States apply directly to the Follow-Through Division for formula grant funds. The amount of money they receive is based on the number of existing Follow-Through projects and the incidence of poverty in the state.

For Further Information

For regulations and other information relating to this program, contact the Follow-Through Division.

Public Law:
93-644, Head Start/Follow-Through Act, Title V, Part B

United States Code:
42 USC 2929

Code of Federal Regulations:
45 CFR 158

Catalog of Federal Domestic Assistance:
OMB Number 13.433

Federal Agency:
Follow-Through Division
Bureau of Elementary and Secondary Education
Office of Education
Washington, DC 20202
(202) 245-2500

Head Start

Purpose

Head Start provides comprehensive educational, health, nutritional, social, and other services to low-income and handicapped preschool children.

Services

This program awards grants to provide services to preschool children in the areas of:

- health;
- nutrition;
- mental health;
- education; and
- social and psychological needs of children and their families.

In addition, if the Head Start Regional Office identifies the need, grants may be awarded to provide technical assistance and training to Head Start project staff, or the Regional Office staff may directly offer such services. The Regional Office may also decide to fund special projects.

Federal funds can constitute only 80 percent of the total cost of the project. The other 20 percent must come in cash or in-kind* from any source other than federal funds.

Who Is Eligible?

Children age three through school age are eligible for Head Start services. In some cases, children under three can enroll. No fewer than 10 percent of the children in any project must be handicapped; 90 percent of the enrollees must come from families with incomes below established poverty guidelines.

Public and nonprofit agencies are eligible to apply for grants. Existing Head Start projects are eligible to receive training and technical assistance, if those activities have been chosen as priorities by their Regional Office.

How To Apply

Parents contact Head Start projects directly. To locate local projects, contact the Head Start office at the Department of Health, Education, and Welfare (DHEW) Regional Office.

Organizations apply to the Head Start Office at their DHEW Regional Office for grants, training, and technical assistance. This office announces the availability of special and technical assistance grants; applications for these grants are submitted to the Regional Office.

Programs Funded

In Norfolk, Virginia, a Head Start team was developed to serve severely handicapped children during the summer. Beginning with 25 children, they involved the parents, coordinated health and nutrition services, and utilized community resources to implement the project.

For Further Information

For regulations and publications including "Head Start Manual of Policies and Instructions" and "Head Start: A Child Development Program," contact the Head Start Office.

Public Law:
93-644, Community Services Act, Title V, Section A
United States Code:
42 USC 2921 et seq.
Code of Federal Regulations:
45 CFR Chapter XIII
Catalog of Federal Domestic Assistance:
OMB Number 13.600
Federal Agency:
Head Start
Administration for Children, Youth, and Families
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20013
(202) 755-7790

Libraries and Learning Resources

Purpose

This program establishes, improves, and expands library and learning resource services in public schools and institutions.

Services

This program provides funds for:

- acquisition of library resources, textbooks, and other printed material;
- acquisition of instructional equipment;
- minor remodeling to accommodate instructional equipment;
- student testing programs; and
- counseling and guidance services designed to advise students in course selection.

Who Is Eligible?

Public and nonprofit elementary and secondary schools, correctional institutions, and special schools for exceptional and handicapped children are eligible to receive funds from state education agencies.

State education agencies are eligible for formula grant funds.

How To Apply

State education agencies allocate money to local education agencies on the basis of a formula that takes into account:

- total enrollment in public and private schools in the school district;
- high tax differential, that is, when proportionally less money is spent on education in one school district than in another due to a difference in the local tax base; and
- number of "high cost" children in a district, that is, handicapped, low-income, or children from sparsely populated areas who require transportation.

Each state education agency must submit an annual program plan to the Office of Education. Prior to the submission of the plan, the state education agency must establish and consult with a Elementary and Secondary Education Act, Title IV State Advisory Council. States receive formula grant funds which are allocated on the basis of the ratio of their 5-17 year old population to the total U.S. population of that age.

Programs Funded

The state of Kansas allocated its 1977 Libraries and Learning Resources allotment proportionally in the following manner:

- 70 percent was distributed according to the total enrollment in all of the local school districts;
- 10 percent was distributed according to the number of low-income children;
- 10 percent was distributed according to the number of children requiring special education; and
- 10 percent was distributed according to the number of children living in sparsely populated areas for whom transportation would be provided.

For Further Information

For regulations and guidelines relating to this program, contact the Office of Libraries and Learning Resources.

Public Law:
89-10, Elementary and Secondary Education Act of 1965, Title IV, Part B, as amended by P.L. 93-320

United States Code:
20 USC 1801 et seq.

Code of Federal Regulations:
40 CFR 11686

Catalog of Federal Domestic Assistance:
OMB Number 13.570

Federal Agency:
Office of Libraries and Learning Resources
Bureau of Elementary and Secondary Education
Office of Education
Washington, DC 20202
(202) 245-2488

Media Services and Captioned Films

Purpose

This program loans captioned films and instructional media to the deaf, supports research into the use of media, and trains teachers, parents, and others in media utilization.

Services

This program provides project grants and contracts for:

- development of media materials targeted to the handicapped;
- distribution of materials for the handicapped;
- development of training programs in media utilization for teachers, parents, and others;
- commercial marketing of selected products for the handicapped; and
- development of public awareness projects.

In addition, captioned films and instructional materials for the deaf are loaned to eligible organizations.

Who Is Eligible?

Schools, churches, clubs, and other organizations composed of at least six deaf persons are eligible to apply for an account number with the Captioned Films for the Deaf Program. These persons must be functionally deaf, and generally are those who have received their education in special programs. An account number with the Captioned Films Program entitles the applicant to free use of films and other educational media.

State or local public agencies and schools and public or nonprofit institutions of higher learning are eligible to apply for project grants and contracts.

How To Apply

Organizations apply for an account number by contacting the Captioned Films and Telecommunications Branch of the Bureau of Education for the Handicapped.

Those agencies, institutions, or consumer groups apply for grants and contracts by responding to grant announcements or RFP's issued by the Captioned Films and Telecommunications Branch; contact the Branch for application information.

Programs Funded

The Public Broadcasting System in Washington, DC, is currently developing special adaptors for television sets which display captions only to those people with the special equipment installed in their set. Other viewers would not realize that captions are being transmitted during the broadcast. As a part of this activity, special programs such as the Adams Chronicles are captioned and broadcast over the PBS system.

For Further Information

To obtain information about existing instructional materials, contact:

Captioned Films and Handicapped Materials
Distribution Center
5034 Wisconsin Ave., NW
Washington, DC 20016

For regulations and other information about this program, contact the Captioned Films and Telecommunications Branch.

Public Law:
91-230, Education of the Handicapped Act, Title VI, Part F, as amended by P.L. 93-380

United States Code:
20 USC 1452

Code of Federal Regulations:
45 CFR 1211

Catalog of Federal Domestic Assistance:
OMB Number 13.446

Federal Agency:
Captioned Films and Telecommunications Branch
Division of Media Services
Bureau of Education for the Handicapped
Office of Education
Washington, DC 20202
(202) 472-1164

Preschool and School Programs for the Handicapped

Part B Funds

Purpose

The purpose of this program is to initiate, improve, and expand educational and related services for handicapped children.

Services

Projects funded under this program, which is commonly known as "Part B funds," are designed to meet the educational needs of handicapped children on an individual basis through the preschool, elementary school, or secondary school in which they are enrolled. A state department of education receives formula grants based on the ratio of the state's 3 to 21 year old population to the national 3 to 21 year old population to provide services such as:

- diagnostic services;
- activities for preschool children;
- work-study programs and academic programs at the secondary level;
- development of curricula and instructional materials and equipment; and
- in-service staff training.

Who Is Eligible?

Those eligible to benefit from this program include all handicapped children.

Local education agencies are eligible to apply for funds if their state participates in the program.

All states can participate.

How To Apply

All children enrolled or eligible for enrollment in public schools receive the benefits of this program.

Local education agencies apply to their state education agency for funds.

A state department of education must submit an amendment to its Education for All Handicapped Children State Plan in order to receive its formula grant. In addition, states must submit an annual program plan describing the purpose and the activities for which funds under this program will be spent.

Programs Funded

The Massachusetts state plan places the responsibility of identifying, locating, and evaluating handicapped children on the local education agencies. These local agencies must submit an annual program plan to the state department of education.

One component of this plan involves provisions for locating handicapped children. Local education agencies are responsible for initiating public information programs to increase the public's awareness of the availability of special education programs for the handicapped. Methods used have included placing informational fliers in public places, such as clinics, public schools, and libraries, publishing the information in local newspapers, and conducting door-to-door campaigns.

Other Issues To Consider

This is the primary program associated with Public Law 94-142, the Education for All Handicapped Children Act. States must spend funds obtained through this program in accordance with the priorities listed in the act. The two highest priorities are:

- locating and evaluating handicapped children who are not being served; and
- designing programs to meet the needs of the most severely handicapped.

Funds allocated in fiscal year 1977 will be used for locating handicapped children who aren't served, screening and evaluating children, developing programs to meet the needs of those children who have not been enrolled in school, and developing new curricula and programs to meet the needs of the most severely handicapped children. Presently, state departments of education allocate 50 percent of the funds they have received to local education agencies; the remaining 50 percent can be used at their own discretion.

For fiscal year 1978, funds have been specifically allocated for the preschool component of this program, to be distributed in the form of preschool incentive grants. This represents an additional resource that states can use to increase services for their three- to five-year old population.

The law does not mandate that states apply for and receive Part B funds. If a state chooses not to do so, it is still required, under Section 504 of the

Rehabilitation Act of 1973, to assure that handicapped children receive a free, appropriate public education. It is legally possible for all federal funds to be withheld from a state if it does not comply with Section 504.

If an eligible individual—and that includes handicapped children regardless of the severity of handicap—is denied services or is affected by an adverse decision, parents or guardians may appeal under the provisions of P.L. 94-142. To find out appeal procedures, contact the state department of education or the Bureau of Education for the Handicapped.

Ask your state department of education how it plans to use Part B funds to improve and expand educational and related services for handicapped children. Ask to see amendments to the Education for All Handicapped Children State Plan and its annual program plan which enables a state to be funded. Also ask local school officials how they plan to spend Part B money available to them, and how they are phasing in all the needed programs and services for handicapped children to meet the goals set in the state plan.

For Further Information

The state administering agency for this program is the state department of education. The local school board can provide information on the application of this program at the local level.

Regulations and other publications relating to this program can be obtained by writing to the Division of Assistance to States, Department of Health, Education, and Welfare.

Public Law:
91-230, Education of the Handicapped Act, Title VI, Part B, as amended by P.L. 94-142

United States Code:
20 USC 1421

Code of Federal Regulations:
45 CFR 121

Catalog of Federal Domestic Assistance:
OMB Number 13.449

Federal Agency:
Division of Assistance to States
Bureau of Education for the Handicapped
Office of Education
400 Maryland Ave., SW
Washington, DC 20202
(202) 245-9815

Programs for Severely Handicapped Children

Purpose

This program improves and expands educational services for severely handicapped children and youth and improves acceptance of disabled people by the general public, professionals, and potential employers.

Services

Projects funded by this program provide comprehensive diagnostic, prescriptive, educational, and evaluative services to severely handicapped children and youth, training and consultative services to parents, in-service training of staff, dissemination of information and materials, and construction of facilities.

Services provided to severely handicapped children during the course of a project should include:

- assessment and diagnosis of cognitive, affective, and psychomotor aspects of project children and youth;
- prescription of an individual educational program for each child and development of a plan for the delivery of appropriate services to him or her;
- educational and/or training services, based on the individual plan, which are designed to reduce or ameliorate the identified learning and/or development deficiencies; and
- comprehensive and related medical, physical, occupational, and psychological therapy, and social services.

All services must be appropriate to age, level of development, family situation, environmental settings, and handicapping condition.

Services for the parents of the handicapped children should include:

- training in the provision of parent- and family-based activities which complement and sustain the educational and training services of the project; and
- consultation in understanding the deficiencies, potential, and development processes of their severely handicapped child or youth.

Who Is Eligible?

Those eligible to receive services under this program include severely handicapped children and youth who have mental retardation, autism, cerebral palsy, or epilepsy. Severely handicapped children and youth are those who, because of the intensity of their physical, mental, or emotional problems or a combination of such problems, need educational, social, psychological, and medical services beyond those which are traditionally offered by regular and special educational programs.

Those eligible for project grants or contracts under this program are public and nonprofit agencies, organizations, and institutions, including state departments of special education, intermediate or local education agencies, institutions of higher learning, professional organizations, and volunteer associations.

How To Apply

Interested institutions apply to the Bureau of Education for the Handicapped, which awards grants and contracts under this program.

Programs Funded

In Albuquerque, New Mexico, a program serves 35 profoundly/severely retarded children, three severely emotionally disturbed children, and 15 multihandicapped children. This program trains parents to provide early intervention services for the child before he or she is brought into the classroom. The program also provides for evaluation of the child's program and the child's progress in that program. Physical, speech, and occupational therapy are integrated in the programs designed for the children.

In fiscal year 1976, educational services were provided to 1,207 severely handicapped children and youth in a variety of educational settings including residential programs and day-care centers. In fiscal year 1977, it is anticipated that about 26 programs will be funded.

For Further Information

The state cooperating agency for this program is either the state department of education or the state department of special education. At the local level, your school board should be able to provide information on this program. Regulations, application packets, and other publications relating to this program can be obtained by writing to Projects for Severely Handicapped Children and Youth.

Public Law:
91-230, Education of the Handicapped Act, Title VI, as amended by P.L. 93-380

United States Code:
20 USC 1424

Code of Federal Regulations:
45 CFR 1424

Catalog of Federal Domestic Assistance:
OMB Number 13.568

Federal Agency:
Projects for Severely Handicapped Children
and Youth
Special Services Branch
Bureau of Education for the Handicapped
Office of Education
400 Maryland Avenue, SW
Washington, DC 20202
(202) 472-4825

Programs for the Handicapped in State-Supported Schools

Purpose

The purpose of this program is to extend and improve comprehensive educational programs for handicapped children enrolled in state-operated or state-supported schools.

Services

In this program, commonly known as the Elementary and Secondary Education Act or ESEA Title I, the Bureau of Education for the Handicapped disburses funds to the states according to a formula, which is based on the reported number of handicapped children in average daily school attendance. The states, in turn, issue grants to state agencies and state-supported schools for projects which provide educational and related services to the handicapped, including:

- instruction;
- physical education;
- mobility training;
- counseling;
- prevocation and vocational education;
- teacher and teacher aide training;
- construction, which includes necessary remodeling for the removal of architectural barriers; and
- instructional equipment such as audiovisual, sensory, and other technological aids and devices, furniture, machinery, utilities, and built-in equipment necessary for the functioning of a particular facility.

Who Is Eligible?

Those eligible to receive services include children who are mentally retarded, autistic, cerebral palsied, or epileptic, hard of hearing, deaf, speech-impaired, visually impaired, seriously emotionally disturbed, or crippled, or have other impairments which require special education.

State agencies and state-supported and state-operated schools for handicapped children are eligible to apply for these grants. Local education agencies may participate on behalf of children who are enrolled in special education programs on the local level.

How To Apply

An eligible individual school must submit a project application to its state education agency. Project money is granted on the basis of the number of handicapped children to be served, merit of the project design, and state agency funding priorities.

For a state to participate, the state agency must submit the average daily attendance records of handicapped children in schools which it operates or supports.

Programs Funded

In fiscal year 1977, 207,000 children were served throughout the country through 150 state agencies and 3,300 local education agencies.

The District of Columbia Department of Human Resources and Public School System sponsor a variety of programs for handicapped children with ESEA Title I funds. One program is the Developmental Skills Program, which serves 274 students between the ages of 6 and 21 enrolled in the Forest Haven Institution. Supervised educational therapy assistants provide direct services to students in the areas of self-care, motor development, speech and language training, and various other areas of readiness skills. The goal of the program is to increase the developmental level of each participating student by at least one normal developmental level over the course of the year.

Other Issues To Consider

Due process procedures, under Public Law 94-142, the Education for All Handicapped Children Act, and Section 504 of the Rehabilitation Act of 1973, provide parents with a legal way to assert their right to challenge any decision made by the school district regarding the evaluation, classification, and educational placement of their child. These procedures also permit parents to participate actively in educational decisions which may affect their child's future.

You should ask your state department of education how it plans to use its Title I funds to make sure that all handicapped children are provided with a free appropriate education. Also ask your local school officials how they plan to spend the money available to them and how they are phasing in all the needed programs and services for handicapped children to meet the goals and plans set for the state plan.

Most states are still in the process of developing their Education for All Handicapped Children State Plans. Parents have a right to participate in the development of these plans and to make comments to their state departments of education.

For Further Information

Information on the regional application of this program can be obtained by contacting your Regional Office of Education. The state administering agency for this program is the state department of education. At the local level, your local school board should be able to provide information on the application of this program.

Regulations and other publications regarding this program can be obtained by writing the Aid to States Branch, Bureau of Education for the Handicapped.

Public Law:
89-10, Elementary and Secondary Education Act of 1965, Title I, as amended by P.L. 93-380

United States Code:
20 USC 241c

Code of Federal Regulations:
45 CFR 100b, 121a, 121m

Catalog of Federal Domestic Assistance:
OMB Number 13.427

Federal Agency:
Aid to States Branch
Bureau of Education for the Handicapped
Office of Education
Department of Health, Education, and Welfare
Washington, DC 20202
(202) 245-9405

Regional Deaf-Blind Centers

Purpose

This program establishes regional deaf-blind centers which will provide programs and services to help deaf-blind children achieve their full potential.

Services

Services provided by participating agencies include at least the following:

- comprehensive diagnostic and evaluative services;
- development of a program for the education, adjustment, and orientation of the child;
- effective consultative services for parents, families, teachers, and others involved in training children who are both deaf and blind; and
- transportation for children and parents.

In addition, funds can be used to provide in-service training, disseminate materials and information, construct facilities, and research the special needs of deaf-blind children. Regional deaf-blind centers purchase services from other agencies and monitor the delivery of these services to deaf-blind children.

The following regions now have deaf-blind regional centers: New England, Midwest, South Atlantic, Mid-Atlantic, South Central, Northwest, Southwest, Southeast, Mountain Plains, and Texas.

Regional resource centers for the deaf-blind offer the opportunity for parents to become trained to meet the needs of their deaf-blind child and, by doing so, to assess the teaching methods that are currently being employed elsewhere to determine whether they are effective.

Who Is Eligible?

Services of regional deaf-blind centers are available to all deaf-blind children who are enrolled in schools operated by participating agencies, who are attending other programs for handicapped children, or who are not able to cope with a regular school program. An individual child is considered eligible for services if the degree of their visual or auditory impairment is significant enough to interfere with learning in a normal educational environment. Children up to age 21 are eligible to participate.

Participating agencies may include health, education, or social service agencies or institutions which are engaged in, or responsible for, the delivery of services to deaf-blind children and their families.

How To Apply

Families of eligible children should contact the child's school to inquire about using the services of a regional center. If the school can't provide this information, the family should contact the state education agency or the Bureau of Education for the Handicapped.

To establish a regional center, participating public or nonprofit agencies enter into a cooperative agreement, designating a single agency or institution as the sponsoring agency which is the grant or contract applicant for the regional center. Grants and/or contracts are awarded on a three-year basis.

The Bureau of Education for the Handicapped distributes the funds to the regional centers. The centers then enter into subcontracts with various participating agencies throughout the region.

Programs Funded

The New York Institute for the Blind administers the regional deaf-blind center for the Mid-Atlantic states. The center identifies and coordinates all the resources for deaf-blind children within the region, including educational facilities, diagnostic facilities, and in-service training programs for teachers, aides, parents, and other professionals engaged in helping these children.

The New York Institute sponsors a residential school for blind and multihandicapped children. The program provides services for these children which include diagnostic services, home services, counseling for parents of children too young for the program, training for teachers, a day school for children who do not need full-time residential care, vocational education, and speech and physical therapy. They also sponsor a summer camp for their children.

In fiscal year 1977, some 4,216 deaf-blind children received full-time services and 300 children were provided with short-term services nationwide.

Other Issues To Consider

Individuals or consumer organizations concerned about the needs of deaf-blind children in their state or region should contact the regional coordinator at their regional deaf-blind center. The regional coordinator is a staff member who presides over the regional committee. The committee is made up of one representative from each state, one parent of a deaf-blind child in the region served, and one representative from the fields of medicine, social service, and rehabilitation service. These committees are responsible for assisting in planning, developing, and operating the regional center, disseminating information regarding deaf-blind children, establishing priorities regarding needs for the region, and evaluating the extent to which the objectives of the regional center meet established long- and short-range regional goals.

For Further Information

Information on the regional application of this program can be obtained by contacting the regional deaf-blind center. State education agencies should be able to provide information on the statewide application of this program. Regulations and other publications, as well as a list of the regional deaf-blind centers, can be obtained by writing Centers and Services for Deaf-Blind Children at the Bureau of Education for the Handicapped.

Public Law:
91-230, Education of the Handicapped Act, Title VI
United States Code:
20 USC 1422
Code of Federal Regulations:
45 CFR 121
Catalog of Federal Domestic Assistance:
OMB Number 13.445
Federal Agency:
Special Services Branch
Division of Assistance to States
Bureau of Education for the Handicapped
Office of Education
400 Maryland Avenue, SW
Washington, DC 20202
(202) 472-4825

Regional Education Projects for Deaf/Handicapped Persons

Purpose

The purpose of this program is to develop and operate specially designed or modified programs of education for deaf and other handicapped persons.

Services

Funds are given to institutions serving hand-capped persons enrolled in adult, vocational, technical, and postsecondary education programs for the purpose of providing support services.

Services provided in these programs can include:

- interpretors or aides for interpreting;
- note-taking;
- special tutoring services; and
- counseling.

Who Is Eligible?

This program serves only those handicapped and deaf persons enrolled in postsecondary institutions. This may include cerebral palsied or mildly retarded persons. Persons with epilepsy do not necessarily require special support services, except perhaps counseling.

Institutions of higher education, including junior and community colleges, vocational and technical institutions, and other nonprofit education agencies, are eligible for funds in this program.

How To Apply

If a handicapped individual is enrolled in a vocational or technical school or a postsecondary or adult education program that receives federal funds under this program, support services should be made available. Also, a handicapped individual should contact a counselor if other special support services are needed.

An eligible institution requests application packets and regulations from Regional Education Programs, Office of Education. Applications should be sent to the Office of Education, Application Control Center, 400 Maryland Avenue, SW, Washington, DC 20202.

Priority consideration is given to programs serving multistate regions with large population centers, programs adapting existing programs of vocational, technical, postsecondary, or adult education to the special needs of handicapped persons, and programs designed to service areas where a need for such services is clearly demonstrated.

Programs Funded

Wright State University in Dayton, Ohio, provides various services for its handicapped students through this program. The handicapping conditions that are addressed include orthopedic handicaps, blindness, and deafness, as well as visual and auditory impairments which would significantly affect learning in a normal classroom environment. The services Wright State offers its students include personal attendants who assist with personal hygiene, transportation, and other necessary functions, note-taking, counseling, job counseling, interpretors, tapes, braille, and mobility training.

The funds appropriated for this program in fiscal year 1978 will be used to support the 13 projects already in existence. No funds will be available for new programs.

For Further Information

The state cooperating agency for this program is the state department of education. At the local level, junior or community colleges or other vocational or technical schools in your area may be able to provide information on this program. For regulations or information about this program, contact Regional Education Programs, Bureau of Education for the Handicapped.

Public Law:
93-380, Education Amendments of 1974, Title VI

United States Code:
20 USC 1424a

Code of Federal Regulations:
45 CFR 121k

Catalog of Federal Domestic Assistance:
OMB Number 13.560

Federal Agency:
Regional Education Programs
Division of Innovation and Development
Bureau of Education for the Handicapped
Office of Education
400 Maryland Ave., SW
Washington, DC 20202
(202) 245-3387

Regional Resource Centers for the Handicapped

Purpose

This program establishes regional resource centers which provide advice and technical services to educational systems for improving the education of handicapped children.

Services

Funds from this program pay all or part of the cost of establishing or operating a regional resource center. Services provided by the centers can include:

- appraising special educational needs of handicapped children;
- examining the sequence and contact of educational experiences of a child over a period of years;
- examining current teaching strategies;
- investigating skill-building activities;
- developing additional curricular activities;
- consulting with teachers of the handicapped and, in special cases, with parents;
- reexaming special education programs periodically;
- conducting regional workshops for educators; and
- disseminating printed or media packages on educational programming practices.

Who Is Eligible?

This program does not provide direct client services to handicapped individuals.

Institutions of higher education, state education agencies, local education agencies, or combinations of such agencies within particular regions of the United States are eligible to apply for funds to establish or operate a regional resource center.

How To Apply

The Bureau of Education for the Handicapped awards grants to eligible institutions and agencies. Solicitations for applications for project grants or contracts under this program are published in the *Commerce Business Daily*. Applications should be sent to the Office of Education Application Control Center, 400 Maryland Ave., SW, Washington, DC 20202.

Types of Programs Funded

A new component has been added to the services of this program, called direction service demonstration projects. These projects provide a one-stop information service for parents of handicapped children, informing parents where to find the help their child needs, whether it is medical, rehabilitational, or financial.

Other Issues To Consider

In fiscal year 1978, as required by P.L. 94-142, this program will direct its efforts toward assisting state and local education agencies develop and implement individual education plans for handicapped children. No direct client services will be offered to handicapped children and parents, however, except through the direction service demonstration projects.

If you find that educational services for handicapped children in your area are lacking, contact the state department of education to find out how your education system is involved with the regional resource centers and whether it is fully utilizing the service provided by the centers. A list of resource centers can be obtained by writing the Learning Resources Branch, Bureau of Education for the Handicapped.

Consumer organizations with a specialized knowledge about a particular disability may wish to contact regional resource centers to check whether the centers are distributing accurate information.

For Further Information

The state agency cooperating with this program is the state department of education. Regulations and other publications relating to the program can be obtained by writing the Learning Resources Branch.

Public Law:
91-230, Education of the Handicapped Act, Title VI, as amended by P.L. 94-142

United States Code:
20 USC 1421

Code of Federal Regulations:
45 CFR 121b

Catalog of Federal Domestic Assistance:
OMB Number 13.450

Federal Agency:
Learning Resources Branch
Division of Media Services
Bureau of Education for the Handicapped
Office of Education
400 Maryland Ave., SW
Washington, DC 20202
(202) 472-4670

Special Services for Disadvantaged Students

Purpose

This program assists physically and economically handicapped youth to begin, continue, or resume postsecondary education.

Services

This program provides project grants for:

- programs to improve study or reading skills;
- tutoring;
- counseling and career guidance;
- cultural enrichment; and
- referral to health, employment, housing, and legal services.

Who Is Eligible?

Students who are enrolled or accepted at a participating college or university, and are determined to be in need of these services due to a physical handicap, low income, or limited English-speaking ability are eligible for services.

Accredited colleges and universities or consortiums of these institutions are eligible to apply for funds through this program.

How To Apply

Students should contact their school administration to see if it participates in this program.

Colleges and universities submit applications to the Application Control Center in Washington, DC; the Center forwards materials to the Office for Special Services.

Programs Funded

On the campus of Wright State University in Dayton, Ohio, handicapped students are provided with a variety of services through this program including: orientation, mobility instruction, adapted housing, attendant care, transportation for students who live off campus, special parking facilities, adapted course work when necessary, tape library and reader service, adapted athletic programs, and vocational and career counseling.

The Commissioner of Education may reserve funds allocated to this program for national demonstration projects which involve experimental approaches to special services programs.

For Further Information

For regulations and information relating to this program, contact the Division of Student Services and Veterans Program.

Public Law:
90-575, Higher Education Amendments of 1968, as amended

United States Code:
20 USC 1101

Code of Federal Regulations:
45 CFR 100, 157

Catalog of Federal Domestic Assistance:
OMB Number 13.482

Federal Agency:
Division of Student Services and Veterans Programs
Bureau of Postsecondary Education
Office of Education
Washington, DC 20202
(202) 245-2369

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Research and Demonstration

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- Rehabilitation Research and Training Centers
- Research for Mothers and Children
- Vocational Education Program Improvement Projects
- Vocational Rehabilitation Innovation and Expansion Grants
- Vocational Rehabilitation Research

Research and Demonstration Overview

Service Need Definition: Research and demonstration projects are aimed at developing new and innovative services and methods of delivering services and investigating the nature, prevention, treatment, and remedy of handicapping conditions.

The future of the public provision of services to meet the needs of the developmentally disabled is strongly influenced by two elements: attempts to make optimum and creative use of existing resources, and the further exploration of the needs of the disabled, accompanied by the development of services to respond to those newly identified needs as well as those currently recognized. This section of the Guide describes federal programs directed primarily toward both of these elements through the conduct of research and development of demonstration projects to test new services or means of service delivery. Many other federal programs may fund research or demonstration as adjuncts to their major emphasis; each program should be examined carefully for this potential.

The programs described here fall under two categories—pure research, and applied research or demonstration involving the type and quality of services and service delivery.

The four pure research programs are administered by the Public Health Service and generally provide stipends to researchers associated with universities, hospitals, or research centers. They are:

- Mental Health Research Awards
- Mental Health Research Grants
- Neurological Research
- Research for Mothers and Children

The remaining programs in this section, loosely grouped under the second category, vary widely.

- Bilingual Vocational Instruction encourages research and demonstration projects that develop instructional materials and methods for training non-English-speaking vocational students.
- Child Welfare Research and Demonstration Projects investigate ways of preventing the separation of children from their families, or of providing beneficial alternatives if this separation cannot be avoided.
- Developmental Disabilities Special Projects concentrate on increasing the variety and improving the quality of services available to the developmentally disabled. This is the only program in the research and demonstration section that deals specifically with this population.
- Employment and Training Research and Development: CETA—Title III supports the development of specialized methods to work toward a solution of the employment and training problems of specific working groups, including the handicapped.
- Health Services Research and Development seeks more effective and efficient ways to use health personnel, equipment, facilities, and data in order to improve the quality of health care while curbing costs.
- Maternal and Child Health Research strives to improve the type and quality of services provided by Crippled Children's Services (see p. 5.11) and Maternal and Child Health Services (see p. 5.21).
- Rehabilitation Research and Training Centers support a broad range of research and demonstration activities connected with rehabilitation.
- Through Vocational Education Program Improvement Projects, a national center for vocational education research is established to conduct studies on curriculum development, create model programs, and act as a national information clearinghouse.
- Both Vocational Rehabilitation Research and Vocational Rehabilitation and Expansion Grants fund projects that develop new or improved vocational rehabilitation services or service delivery systems.

Bilingual Vocational Instruction

Purpose

This program authorizes grants to encourage research and demonstration projects, including the development of instructional materials, for bilingual vocational training programs.

Services

Program efforts include:

- research in bilingual vocational training;
- development of instructional materials;
- pilot projects designed to test the effectiveness of research findings; and
- training programs designed to familiarize state agencies and training institutions with research findings and successful pilot projects in bilingual vocational training.

Who Is Eligible?

Individuals and profit-oriented agencies are eligible for contracts only.

State agencies, public and nonprofit agencies, and public and private educational institutions are eligible for grants and contracts.

How To Apply

All applicants must submit the required application forms to the Division of Research and Demonstration.

Programs Funded

This program was created in fiscal year 1977; four programs were funded during fiscal years 1977 and 1978.

For Further Information

Public Law:
Vocational Education Act of 1963, Title I, Part B, Subpart 3, Section 188, as amended by P.L. 94-482

United States Code:
20 USC 2418

Code of Federal Regulations:
45 CFR 105

Catalog of Federal Domestic Assistance:
OMB Number 13.587

Federal Agency:
Division of Research and Demonstration
Bureau of Occupational and Adult Education
Office of Education
Washington, DC 20202
(202) 245-9634

Child Welfare Research and Demonstration Projects

Purpose

This program finances research and demonstration projects in the area of child and family development and welfare.

Services

This program supports major research and demonstration efforts in selected areas of high impact and national concern. Program priorities currently focus on innovative approaches in preventing separation of children from their families, including:

- demonstration projects which develop contracts to purchase services that enable children to remain in their homes and to return from foster-care to their own homes or to other permanent placement;
- projects which demonstrate that intensive supportive services to "families at risk" will reduce placement of children away from their own families; and
- grants which will generate scientific knowledge on the dissemination and use of information about supportive services provided to different types of families, especially information that is useful to families with very young children.

The Administration for Children, Youth, and Families (ACYF) will consider grant applications for one-, two-, or three-year projects which do not focus on these three priority areas, but nevertheless show promise of contributing to the present knowledge of child development or child welfare.

Support is not available for the expansion of ongoing programs or services such as day care or staff training, or for projects that demonstrate a service that has already been established in other communities and is generally accepted as part of a comprehensive child welfare or child development program.

Since ACYF is currently supporting research and demonstration projects under its National Center on Child Abuse and Neglect (see p. 4.81), it will not fund additional child abuse and neglect activities under authority of the Child Welfare Research and Demonstration Projects.

Who Is Eligible?

Children and families are only eligible for this program if they are participants in the research and demonstration projects funded.

Public or nonprofit institutions of higher learning, or public or nonprofit agencies or organizations engaged in research or child welfare activities are eligible to apply for grants. Public and private organizations are eligible to apply for contracts.

How To Apply

All application forms should be submitted to ACYF which makes the final decisions on grant proposals within 90 to 180 days after submission of a proposal. Application for continuation of grants must be received 90 days prior to the start of the new budget period. Grants may be awarded for one to five years; the average duration is three years.

Programs Funded

Program regulations require that all grantees share in the cost of projects. It is generally expected that grantees will provide at least 5 percent of total project costs.

Generally projects are classified into two categories—child welfare issues and child and family development.

Ohio's project for the adoption of handicapped children would come under child welfare issues. This project involves coordination in four counties of resources and efforts for recruiting and preparing adoptive families and selecting and placing handicapped children. This includes providing assistance in establishing supportive, cooperative relationships with various community groups.

The Family-School Linkage and Socialization project at Case Western Reserve in Cleveland, Ohio, is classified as a child and family development project. This project examines the consequences of family/teacher interaction on the way a child adapts to society and the way he or she views the teacher's role.

For Further Information

Application kits and information about this program may be obtained from ACYF.

Public Law:
Title IV of the Social Security Act of 1935, as amended

United States Code:
42 USC 626

Code of Federal Regulations:
42 CFR 205

Catalog of Federal Domestic Assistance:
OMB Number 13.608

Federal Agency:
Division of Research and Evaluation
Administration for Children, Youth, and Families
Office of Human Development Services
Department of Health, Education, and Welfare
P.O. Box 1182
Washington, DC 20013
(202) 755-7755, 755-7758

Developmental Disabilities Special Projects

Purpose

This program funds special projects designed to increase the variety and improve the quality of services provided to individuals who have a developmental disability.

Services

Funds are provided for:

- establishing programs which hold promise of expanding or otherwise improving services to persons who have a developmental disability (especially those who are economically or socially disadvantaged or multihandicapped);
- establishing public awareness and public education programs to assist in eliminating social, attitudinal, and environmental barriers;
- demonstrating techniques used to deliver services to economically disadvantaged individuals who have a disability;
- providing technical assistance for state and local planning of services and facilities;
- training specialized personnel required for the provision of services; and
- gathering and disseminating information relating to disabilities.

Of the available funds, 25 percent are set aside to fund projects of national significance.

Who Is Eligible?

For those special projects which provide direct care services, individuals must meet the definition of a developmental disability, with some special qualifications detailed by the particular project.

Any state or local government or public or nonprofit agency or organization is eligible to participate in this program.

How To Apply

For projects which provide direct care services, the individual should contact the project requesting the required application forms. Completed forms are returned to the project office.

An announcement concerning the availability of these funds is published annually by the Developmental Disabilities Office of the Department of Health, Education, and Welfare. This announcement appears in the *Federal Register* (see p. 10.19), naming the priorities for the distribution of funds.

Standardized application forms are available through the Developmental Disabilities Office Regional Office.

Programs Funded

The variety of programs funded include those dealing with parent counseling and training, early screening and intervention for childhood disabilities, seizure control systems, legal advocacy, and community-based counseling, care, housing, and other services designed to maintain an individual in the community. Other funded programs include orientation and training for developmental disabilities councils, program materials development, medical, social, and rehabilitative research, public information, and population studies.

The average grant award is $52,000. Projects are funded from one to five years, depending on the availability of funds and a project's accomplishments.

This Guide is funded as a project of national significance through this program.

For Further Information

For regulations and other information about this program, contact the Developmental Disabilities Office.

Public Law:
91-517, Developmental Disabilities Services and Facilities Construction Act, as amended by P.L. 94-103

United States Code:
42 USC 6081

Code of Federal Regulations:
45 CFR Chapter XIII

Catalog of Federal Domestic Assistance:
OMB Number 13.631

Federal Agency:
Developmental Disabilities Office
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20202
(202) 245-0870

Employment and Training Research and Development: CETA—Title III

Purpose

The purpose of this program is to support employment and training studies.

Services

Although service is not the main function of demonstration projects, the people participating in them do receive services according to the project goals which are:

- to develop policy programs for achieving the fullest use of the nation's human resources;
- to develop new ideas and improved techniques through actual project operation; and
- to demonstrate the effectiveness of specialized methods in meeting the employment and training problems of working groups, such as women, youth, the handicapped, rural, and older workers.

Such services may be:

- identification and counseling of eligible participants;
- evaluation;
- job preparation;
- on-the-job training;
- full-time placement; and
- follow-up.

Who Is Eligible?

Depending upon the selected population group being served by Title III projects, individuals may be found eligible for this program. For example, projects designed to employ or train handicapped persons will establish criteria for participation.

Academic institutions, state and local governments, other organizations, and professionally qualified individuals can apply for project grants and contracts.

How To Apply

Individuals with handicaps interested in applying may obtain information about local programs through state employment service offices.

This program can also provide funds for individual staff members to participate in other employment and training projects.

Nonprofit organizations may apply for Title III funds by contacting the regional office of the Employment and Training Administration. Organizations may either initiate proposals or respond to requests for proposals for specific kinds of projects.

There are no formal guidelines or conditions grantees must meet other than to have demonstrated financial responsibility and competence to fulfill the terms of the contract or grant. Applications for research projects should be made in the form of a proposal that complies with guidelines from the Employment and Training Administration, Office of Research and Development. Experimental and demonstration project applications should be submitted directly to the headquarters office in Washington, DC.

Local and state governments receive 80 percent of all CETA funds; they help decide which programs are funded and who should operate them.

Programs Funded

In fiscal year 1976, 21 projects for handicapped people were funded under this program, costing $6.1 million. Two such projects are run by the Epilepsy Foundation of America and the National Association for Retarded Citizens.

The Training and Placement Service (TAPS), sponsored by the Epilepsy Foundation of America, is designed to increase the employment rate of persons with epilepsy by providing vocational training and placement services with public and private employers. It is projected that part-time on-the-job training opportunities will be made available to 600 youths with epilepsy, primarily those who are either in their last year of high school, graduates of high school, or high school dropouts.

The National Association for Retarded Citizens has also been awarded a grant under this program to provide placement services to mentally retarded adults. This project has been in operation for 12 years.

Other Issues To Consider

Every state and local government with CETA funds must write a comprehensive manpower plan to be submitted to the regional administrator of the Employment and Training Administration before CETA funds are released. These plans are created by manpower planning councils in the community. The council must contain members of client groups and community organizations. Voluntary organizations representing the developmentally disabled should become members of manpower planning councils in order to participate in planning who will benefit from CETA monies and which agencies will secure funds for which services.

Since Title III can fund a broad range of employment and training programs, it is important for organizations to develop an ongoing working relationship with state departments of labor and regional Employment and Training Administration offices.

Generally, this is an underutilized source of funding for the developmentally disabled. Consumer organizations should explore the use of CETA monies to design projects for employment services for those segments of the handicapped populations not presently being served. Consumer organizations can also work with universities and units of government, providing advice on projects they might design for the developmentally disabled.

For Further Information

Regulations and other publications relating to the program can be obtained by writing to the Office of Manpower Research and Development of the Department of Labor.

Public Law:
93-203, Comprehensive Employment and Training Act of 1973, Title III

United States Code:
29 USC 801

Code of Federal Regulations:
42 Federal Register 19138, February 18, 1977

Catalog of Federal Domestic Assistance:
OMB Number 17.233

Federal Agency:
Office of Manpower Research and Development
Employment and Training Administration
Department of Labor
Washington, DC 20213
(202) 376-7365

Health Services Research and Development

Purpose

This program supports research and development projects designed to improve health services.

Services

This program provides grants and contracts to projects in the health services field which devlop and/or evaluate more effective and efficient ways of using:

- personnel;
- equipment;
- facilities;
- data to improve quality control, organization, management, and financing of health service programs in communities, regions, and states; and
- data to provide technical assistance to communities which are implementing emergency medical service systems.

Eight areas have been identified as priorities for funding research projects. They are:

- quality of care;
- inflation and productivity;
- health insurance;
- health personnel;
- planning and regulation;
- ambulatory care and emergency medical services;
- health care and the disadvantaged; and
- long-term care.

Who Is Eligible?

States, counties, cities, towns, political subdivisions, universities, hospitals, and other public or nonprofit agencies, institutions, or organizations are eligible for funds. Research grants may also be awarded to individuals. Profit-making organizations are eligible for contracts only.

How To Apply

Applications are submitted to the National Center for Health Services Research (NCHSR). Deadlines for new grant applications are March 1, July 1, and November 1. Deadlines for grant renewals are February 1, June 1, and October 1. Applications for contracts can be submitted at any time.

Programs Funded

According to NCHSR, no grants or contracts have been awarded to projects dealing specifically with health care services for the developmentally disabled, but such projects would be considered for funding.

One project funded by this program studied adult day care in the United States; another examined community approaches to nursing home care.

For Further Information

Regulations and information concerning this program can be obtained by contacting the National Center for Health Services Research.

Public Law:
Public Health Service Act, Sections 304, 305, 307, 308, as amended and Emergency Medical Services Systems Act of 1973

United States Code:
42 USC 241, 242(b)

Code of Federal Regulations:
42 CFR 67

Catalog of Federal Domestic Assistance:
OMB Number 13.226

Federal Agency:
National Center for Health Services Research
Health Resources Administration
Public Health Service
5600 Fishers Lane
Rockville, MD 20857
(301) 436-6184

Maternal and Child Health Research

Purpose

This program awards grants or contracts for research projects relating to maternal and child health programs or crippled children's services.

Services

Results of research are expected to have an impact on the type and quality of services provided by crippled children's services programs and maternal and child health services programs and show promise of substantial contributions to the advancement of such services. Topics for research can include issues dealing with any of the developmental disabilities.

Section 512 of the Social Security Act, the law authorizing this program, requires that special emphasis be accorded projects which help study the need, feasibility, costs, and effectiveness of comprehensive health care programs in which maximum use is made of health personnel with varying levels of training, and study methods of training for such programs.

Who Is Eligible?

No direct services are provided to children and mothers under this program except when they are served in the course of a particular research project.

Those eligible to apply for grants or contracts under this program are public institutions of higher learning, nonprofit institutions, and public organizations or agencies carrying out programs dealing with maternal and child health or crippled children.

How To Apply

To find out about projects in their area, individuals should contact the Office for Maternal and Child Health.

An eligible institution applies for a research grant or contract by submitting a project proposal in accordance with criteria established by the Office for Maternal and Child Health to the Associate Director of that office.

Programs Funded

Research projects funded under this program include investigations of:

- health status of and health services for mothers and children in urban and rural areas;
- new approaches to providing maternity and health services;
- methods of increasing the effectiveness of child health programs especially of mentally retarded and school-age children;
- prevalence of handicapping conditions;
- cost of services;
- evaluation of programs;
- nutrition; and
- programs and services for teenage parents.

A two-year study by the California State Department of Health examined the effect of the California Medicaid Program on California's perinatal mortality rates in the general population and in selected groups.

A six-year study to evaluate two comprehensive service programs for pregnant school-age girls was completed by the Yale University School of Medicine. Both programs provided medical, social, and educational services.

For Further Information

Regulations and other publications relating to the program can be obtained by writing the Office for Maternal and Child Health.

Public Law:
Title V of the Social Security Act of 1935, as amended

United States Code:
42 USC 712

Code of Federal Regulations:
42 CFR Chapter II, 205

Catalog of Federal Domestic Assistance:
OMB Number 13.231

Federal Agency:
Office for Maternal and Child Health
Bureau of Community Health Services
Administration
Department of Health, Education, and Welfare
5600 Fishers Lane
Rockville, MD 20852
(301) 443-6600

Mental Health Research Awards

Purpose

This program supports research and research training in the problems of mental health and mental illness.

Services

Research Development Awards are payments to institutions on behalf of individuals to cover:

- salaries—limited to $25,000 per year which may be supplemented by the sponsoring institution with nonfederal funds;
- specialized training; and
- research costs.

Who Is Eligible

To qualify for these awards, individuals must:

- be U.S. citizens or admitted for permanent residence; and
- be academically qualified.

The following kinds of institutions are eligible to apply on behalf of individuals needing assistance to do research or obtain training:

- research centers;
- psychiatric hospitals;
- research institutes with mental health programs;
- behavioral sciences institutes with mental health programs; and
- state and local governments that operate mental health programs.

How To Apply

Individuals and sponsors submit joint applications to the National Institute of Mental Health (NIMH). State and local governments that are sponsoring mental health research must also submit a standard form to NIMH. Application deadlines are October 1, February 1, and June 1.

Programs Funded

Awards range from $16,402 to $38,804 per year. They are made for five-year periods and can be renewed.

For Further Information

For regulations and more information about this program, contact the Division of Extramural Research Programs.

Public Law:
78-410, Public Health Service Act, Section 301, as amended

United States Code:
42 USC 2891(1)

Code of Federal Regulations:
42 CFR 52

Catalog of Federal Domestic Assistance:
OMB Number 13.281

Federal Agency:
Division of Extramural Research Programs
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) [illegible]7

Mental Health Research Grants

Purpose

Project grants support research on the causes, treatment, and prevention of mental illness and the development and improvement of mental health services.

Services

Mental health research grants support clinical and applied research relating to mental illness, including studies of:

- early child care;
- metropolitan mental health problems;
- crime and delinquency;
- minority group mental health problems;
- rape prevention and control;
- mental health programs on the aging; and
- suicide.

Who Is Eligible

Individuals are eligible for services only insofar as they take part in research projects.

Researchers eligible for grants must be affiliated with public or nonprofit agencies or organizations, universities, colleges, hospitals, and academic or research institutions.

State, regional, and local government agencies are also eligible for grant funds.

How To Apply

Individuals interested in locating research projects in their area should contact the National Institute of Mental Health (NIMH).

Organizations, institutions, and government agencies apply to NIMH for project grants by October 1, February 1, and June 1. Requests for a summer grant must be made by January 1.

Other Issues To Consider

Individuals working in settings which serve the developmentally disabled, such as university affiliated facilities (see p. 8.51), may wish to design a research project to address the mental health problems and needs of the disabled.

For Further Information

For regulations and further information about this program, contact the Division of Extramural Research Programs.

Public Law:
78-410, Public Health Service Act, Section 201(c), as amended

United States Code:
42 USC 241, 242a

Code of Federal Regulations:
42 CFR 52

Catalog of Federal Domestic Assistance:
OMB Number 13.242

Federal Agency:
Division of Extramural Research Programs
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) 443-3563

Neurological Research

Research in Communicative and Neurological Disorders, Stroke and Nervous System Trauma, and Fundamental Neurosciences

Purpose

These programs support research and research training directed toward understanding the causes, prevention, diagnoses, and treatment of disorders and injuries affecting communication and the nervous system, including strokes, and research in the fundamental neurosciences.

Services

Project grants and research contracts are awarded in the following forms:

- research grants;
- Career Programs which support individuals working in approved fields;
- Teacher Investigator Awards (TIA) which are made to qualified researchers;
- research and development contracts; and
- National Research Service Awards (NRSA) which are made directly to individuals for research training in specified biomedical areas, or to institutions to grant NRSA's to individuals.

Who Is Eligible?

Research grant: Any university, medical school, hospital, or nonprofit institution is eligible to apply.

Career Program: Individuals who are engaging, or wish to engage, in these areas of research, and who have an approved sponsor, may apply to become a "fellow." Applicants must be United States citizens or be permanently admitted for residence.

Teacher Investigator Award: Applicants must have earned an M.D., Ph.D., or equivalent degree and generally must have three years of pertinent postdoctoral training or research experience. Applicants must have an approved sponsor.

Research and development contract: Any organization or firm may submit a proposal.

National Research Service Awards: Nonprofit organizations or individuals may apply. Individual applicants must arrange for appointment to an appropriate institution and acceptance by a sponsor who will supervise training and research.

How To Apply

Research grants: Apply to the Division of Research Grants, National Institutes of Health, Bethesda, MD 20014. Deadlines for applications are March 1, July 1, and November 1.

Career Program and Teacher Investigator Awards: Apply to Manpower Programs of the National Institute of Neurological and Communicative Disorders and Stroke (NINCDS). Deadlines are February 1, June 1, and October 1.

Research and development contracts: Proposals are formally solicited. Organizations respond to requests for proposals published in the *Commerce Business Daily* and the *NIH Guide for Grants and Contracts*. Applications must be submitted within 45 days of notices of solicitation.

National Research Service Awards: Apply to the Office of Research Manpower of the National Institutes of Health. Institutional or individual applicants should ask for the appropriate forms as well as information about application deadlines and the particular areas of science currently being supported.

Programs Funded

In fiscal year 1975, 162 research grants, 33 fellowships, and 15 contracts were awarded for communicative disorders research. According to a NINCDS spokesperson, a variety of research projects dealing with cerebral palsy, epilepsy, and autism have been funded. Emphasis is placed on research related to deafness, language, and speech.

In the same year, 813 research grants, 189 fellowships, and 58 contracts were awarded for neurological disorders research. Five comprehensive epilepsy programs have been funded to demonstrate the application of new knowledge to the care of patients.

Also during fiscal year 1975, 146 research grants and 12 contracts were awarded for stroke and nervous system trauma research. Some 20 projects investigating spinal cord problems are among the studies funded.

In fiscal year 1975, 173 research grants, 11 fellowships, and four contracts were awarded for fundamental neurosciences research.

For Further Information

Regulations and other publications relating to the various parts of these programs can be acquired by writing the addresses listed.

Public Law:
78-410, Public Health Service Act of 1944, Sections 301(c), 433 and 472, as amended by P.L. 93-348

United States Code:
42 USC 241, 289(c), and 289(1-1)

Code of Federal Regulations:
Research Grants: 42 CFR 52
Career Program: 42 CFR 61, 63
Research and Development Contracts: 41 CFR 1, 2

Catalog of Federal Domestic Assistance:
OMB Numbers 13.851, 13.852, 13.853, 13.854

Federal Agency:
Research Grants:
Extramural Activities Program
National Institute of Neurological and
Communicative Disorders and Stroke
National Institutes of Health
Bethesda, MD 20014
(301) 496-7220

Career Program, Teacher Investigator Awards:
Manpower Programs, Extramural Activities Program
National Institute of Neurological and
Communicative Disorders and Stroke
National Institutes of Health
Bethesda, MD 20014
(301) 496-7727

National Research Service Awards:
Office of Research Manpower
Division of Research Grants
National Institutes of Health
Bethesda, MD 20014
(301) 496-7221

Research and Development Contracts:
Contracting Officer
National Institute of Neurological and
Communicative Disorders and Stroke
National Institutes of Health
Bethesda, MD 20014
(301) 496-1813

Rehabilitation Research and Training Centers

Purpose

This program supports specialized research activities and demonstration projects in rehabilitation.

Services

Rehabilitation research and training centers are established and supported by this program to operate in collaboration with institutions of higher education to provide coordinated, advanced programs in research. Grants may include direct rehabilitation services to individuals in connection with research and training activities. Research and training centers also develop materials which can assist agencies in dealing with special problems of service delivery, staff development, and program administration.

Rehabilitation engineering research centers are also established to develop innovative methods of applying new knowledge to solve rehabilitation problems, and to cooperate with state agencies designated with the responsibility for rehabilitation programs in developing systems of informational exchange and coordination to promote use of engineering and other research knowledge.

This program also authorizes research in spinal cord injury and renal disease, and encourages cooperation with rehabilitation research in other countries.

Who Is Eligible?

Individuals may receive services by participating in a research effort if they meet the admission criteria developed for the specific research project.

Those eligible to receive grants under this program include:

A. rehabilitation research and training centers: states, and public or private nonprofit agencies and organizations, including institutions of higher education or rehabilitation facilities having well-recognized programs of research, are eligible.

B. rehabilitation engineering research centers: universities with recognized, well-developed clinical rehabilitation programs and cooperating medical and engineering schools, and state rehabilitation agencies or public or private nonprofit rehabilitation facilities, organizations, or institutions associated with a university are eligible.

C. spinal cord injury research programs: state agencies and other public or private nonprofit agencies and organizations, including institutions of higher education, are eligible.

D. End-stage renal disease research: state agencies and other public, nonprofit agencies and organizations, including institutions of higher education, are eligible.

E. international rehabilitation research: international and domestic public and nonprofit agencies and organizations, including institutions of higher education are eligible. Fellowships must be approved by the appropriate government before applying.

How To Apply

To find out about projects in their area, individuals should contact the Rehabilitation Services Administration.

The general grant and contract procedures for this program are outlined in Section 306 of the Rehabilitation Act Amendments of 1974. Application forms are available through the Rehabilitation Services Administration Regional Office. If a project involves the provision of direct care services, it must be reviewed by the state agency responsible for vocational rehabilitation before it is submitted to the Rehabilitation Services Administration.

Programs Funded

Grants and contracts range from $10,000 to $1.5 million. Grantees are awarded up to 90 percent of the project's costs. Grants can be extended for a maximum of five years. Continued funding depends on the program's progress, relevance, and the availability of funds.

Currently there are 19 research and training centers (see Appendix). Some activities conducted at these centers include programs designed to increase a rehabilitation client's basic life skills, training manuals for rehabilitation personnel, comprehensive recreation program models, physical therapy in cardiac rehabilitation, interpreter recruitment, training and placement for deaf individuals, and rehabilitation counseling training.

For Further Information

Regulations and other publications relating to this program can be obtained by contacting the Rehabilitation Services Administration.

Public Law:
93-112, Rehabilitation Act of 1973, as amended by P.L. 93-516

United States Code:
29 USC 101

Code of Federal Regulations:
45 CFR 202(b) (1-5)

Catalog of Federal Domestic Assistance:
Not listed

Federal Agency:
Rehabilitation Services Administration
Administration for Handicapped Individuals
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 245-2247

Research for Mothers and Children

Purpose

The purpose of this program is to conduct research in the areas of reproductive processes.

Services

Research should focus on:

- the development and evaluation of contraceptives;
- realizing the maximum health and well-being for every pregnant woman and her children;
- defining the prerequisites for the best human development from infancy through childhood;
- preventing, detecting, and treating mental retardation; and
- improving the intellectual capacity of normal and retarded adults.

Results of research are expected to have an impact on services to reduce or alleviate:

- maternal diseases;
- low weight of newborns;
- suddent infant death syndrome; and
- mental retardation.

Who Is Eligible?

No direct services are provided to mothers and children under this program except in instances when they are served in the course of a particular research project.

Research grants and contracts are available to educational institutions, nonprofit institutions, medical and nursing schools, schools of public health, laboratories, hospitals, state and local health departments, and commercial organizations.

How To Apply

To find out about projects in their area, individuals should contact the National Institute of Child Health and Human Development.

Research proposals are submitted in response to requests for grant proposals published in *Commerce Business Daily* and National Institutes of Health's *Guide to Grants and Contracts*. Application forms and information are available from the Division of Research Grants at the National Institutes of Health.

Programs Funded

Current areas of science being supported by the Research for Mothers and Children program are pregnancy, fetal growth, and neonatal adaptation; sudden infant death syndrome; developmental biology, pharmacology, and immunology; nutrition and malnutrition; language development, including dyslexia; mental retardation and other developmental disabilities; and adolescence, puberty, and problems of physical growth.

The mental retardation research center program represents a major resource for research and training in mental retardation. Twelve centers constructed under a federally legislated program are distributed throughout the country. They represent long-term commitments to research in mental retardation and related aspects of human development, and are suited to cooperative projects involving professionals in many different fields, such as social workers, psychiatrists, biologists, and genetic scientists.

In general, grants are focused on basic research of high scientific merit, and less than half the approved applications can be funded.

If you are a consumer organization interested in research investigating developmental disabilities, you should note that this type of research is currently being supported under this program. You might either submit a proposal to the National Institute of Child Health and Human Development, or, if you do not have adequate research facilities, contact an eligible institution and discuss your proposal with them, offering to assist them in appropriate ways.

For Further Information

Regulations and other publications can be obtained by writing the Office of Grants and Contracts. For National Research Service awards applications and information, write the Office of Research Manpower, Division of Research Grants, National Institutes of Health, Bethesda, MD 20014. (301) 496-7221.

Public Law:
78-410, Public Health Service Act, as amended

United States Code:
42 USC 241, 289g, 289l

Code of Federal Regulations:
42 CFR 52

Catalog of Federal Domestic Assistance:
OMB Number 13.865

Federal Agency:
Office of Grants and Contracts
National Institute of Child Health and Human Development
National Institutes of Health
Bethesda, MD 20014
(301) 496-6097

Vocational Education Program Improvement Projects

Purpose

This program establishes a national center for research in vocational education to conduct studies on curriculum development and demonstration projects in vocational education.

Services

The Commissioner of the Office of Education, Department of Health, Education, and Welfare, will support a national center for research in vocational education. A new national center will be chosen every five years to:

- conduct applied research on problems of national significance in vocational education;
- provide leadership in in-service education activities for state and local leaders in vocational education;
- disseminate the results of research and development projects funded by the center;
- develop and provide information to facilitate national planning and policy development;
- act as a clearinghouse for all levels (federal, state, and local) by compiling a listing of exemplary and innovative research projects funded since July 1970; and
- work with states, local education agencies, and other public agencies in developing evaluation methods of programs.

Who Is Eligible?

Individuals may participate in a research project and receive direct care services if they meet the eligibility criteria for rehabilitation and any additional requirements of the project.

Nonprofit agencies can apply to be designated as the national center for research in vocational education.

For research, curriculum development, and demonstration grants and contracts, individuals, public and nonprofit organizations, institutions, and agencies, and profit-making organizations, institutions, and agencies are eligible to apply.

How To Apply

Individuals can find out about projects in their area by contacting the Office of Education Regional Office.

Applications for the designation as national center must be submitted to the Office of Education on forms prescribed by the Commissioner of Education.

Programs Funded

Projects funded by this program have tried to improve vocational education in the areas of:

- equal access;
- sex bias and sex role sterotyping;
- curriculum management and instructional materials;
- educational personnel;
- state and local administration of the program;
- comprehensive systems of guidance, counseling, placement, and follow-through; and
- adult and postsecondary vocational education.

Other Issues To Consider

Grants will only be awarded if the applicant can demonstrate a reasonable probability that a grant will result in improved teaching techniques.

This program encourages the use of its funds with other federal, state, and local funds.

For Further Information

Guidelines and related publications may be obtained by writing the Department of Health, Education, and Welfare Regional Office, Division of Research and Demonstration.

Public Law:
Vocational Education Act of 1963, as amended by P.L. 94-482

United States Code:
20 USC 2401

Code of Federal Regulations:
45 CFR 105

Catalog of Federal Domestic Assistance:
OMB Number 13.498

Federal Agency:
Division of Research and Demonstration
Bureau of Occupational and Adult Education
Office of Education
Washington, DC 20202
(202) 245-2467

Vocational Rehabilitation Innovation and Expansion Grants

Purpose

This program supports special projects designed to demonstrate or expand services or means of service delivery.

Services

Grants pay a portion of the costs of planning and initiating programs to:

- expand vocational rehabilitation services; and
- initiate and expand services to handicapped individuals who have unusual or difficult problems in connection with their rehabilitation.

Expansion grants are particularly useful to increase the abilities and capacities of service providers, as well as to extend existing services to unserved areas or people.

Innovation grants allow state agencies to develop new service delivery techniques which can increase program effectiveness and accessibility.

Who Is Eligible?

Individuals who wish to participate in special projects must comply with the eligibility determination procedure which is standard for vocational rehabilitation services (see p. 7.9). Sometimes additional specific criteria will exist for a particular project.

Public and nonprofit agencies and organizations are eligible for grant awards or purchase of service contracts for innovation and/or expansion grants.

How To Apply

Individuals wishing to receive services under one of these grants must have the services designated in his or her individual written rehabilitation plan (IWRP). If this has not been done, the rehabilitation counselor must arrange for the services to be provided after justifying the individual's need for them.

The state vocational rehabilitation agency will publish a "request for applications" announcing the availability of funds and the priority areas to be addressed. Agencies interested in obtaining funds must follow the application procedures developed by the state agency.

Programs Funded

As a general rule innovation and expansion grants may be used in any approved vocational rehabilitation service area. Often grant funds for this program are not awarded until late in the fiscal year. At that time, the vocational rehabilitation agency has a clear idea of the amount of formula grant funds that haven't been committed, and are therefore available for innovation and expansion grants.

Other Issues To Consider

Since states are not required to offer these grants, advocates must encourage the state vocational rehabilitation agency to use part of its formula grant funds for these purposes. Federal funds may be used to support one of these grants for no more than three years. The nonfederal share for these grants which must be contributed in cash or in-kind* is between 10 percent and 15 percent.

The state vocational rehabilitation plan will indicate the state's intention to award such grants and the specific priority areas to be funded.

For Further Information

Public Law:
93-112, Rehabilitation Act of 1973, Part C, as amended by P.L. 93-516

United States Code:
29 USC 701

Code of Federal Regulations:
Not listed

Catalog of Federal Domestic Assistance:
Not listed

Federal Agency:
Administration for Handicapped Individuals
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 245-6644

Vocational Rehabilitation Research

Purpose

This program awards grants and contracts to develop methods, procedures, and techniques for the improved and expanded delivery of vocational rehabilitation services.

Services

The Department of Health, Education, and Welfare awards formula and special project grants and/or contracts to fund a portion of the cost for planning and conducting research and demonstration projects to fulfill this program's purpose. Projects supported under this program may include:

- medical, scientific, technical, and other investigations into the nature of disabilities, methods of evaluating disabilities, and treatment and restorative techniques;
- studies and analyses of industrial, vocational, social, psychological, economic, and other factors affecting the rehabilitation potential of an individual;
- studies on special problems of homebound and institutionalized individuals;
- studies, analyses, and demonstrations of architectural and engineering designs adapted to meet the needs of the handicapped; and
- related activities which hold the promise of increasing knowledge and improving methods in the rehabilitation for individuals who have a handicap, especially those with the most severe handicaps.

Who Is Eligible?

Individuals who are eligible to receive vocational rehabilitation services may be able to participate in such projects if prescribed in their habilitative plans*, written by them and their vocational counselor.

Public or nonprofit agencies and organizations, including universities and other educational institutions, are eligible to apply for project grants.

State agencies receive formula grant funds.

How To Apply

Individuals whose habilitative plan prescribes involvement in such a project must meet any admission criteria developed for the project.

Funds are awarded on the basis of project applications which are submitted in response to requests for proposals published by the Rehabilitation Services Administration (RSA). Some funds are reserved for unsolicited creative projects. All applicants must submit requests to the regional office, Department of Health, Education, and Welfare, RSA Division. The timetable for submissions is announced in the requests for proposals.*

All projects involving direct care services must be approved by the state agency responsible for vocational rehabilitation.

Programs Funded

Research projects range from medical, psychological, social, and employment research to studies on independent living programs for multihandicapped individuals, on reshaping employment settings to maximize the abilities of a disabled individual, on transportation alternatives and architectural and environmental barriers, and on the delivery of homebound services.

Other Issues To Consider

Advocates of the developmentally disabled should contact the state agency responsible for vocational rehabilitation to identify the types of projects that are funded locally and nationally and should ascertain whether any of these projects can provide solutions to an immediate problem.

For Further Information

This program is administered by the Rehabilitation Research and Demonstration Specialists in your Department of Health, Education, and Welfare Regional Office. However, the Executive Director of Research, Rehabilitation Services Administration in Washington, DC, has final administrative responsibility for any decision concerning the awarding of grants.

Public Law:
93-112, Rehabilitation Act of 1973, as amended by P.L. 93-516

United States Code:
29 USC 701

Code of Federal Regulations:
45 CFR 502.60

Catalog of Federal Domestic Assistance:
OMB Numbers 13.626, 13.627

Federal Agency:
Rehabilitation Services Administration
Office of Human Development Services
Department of Health, Education, and Welfare
330 C St., SW
Washington, DC 20201
(202) 245-2247

Staff Development

- Overview
- Bilingual Vocational Instructor Training
- Child Welfare Training Grants
- Maternal and Child Health Training
- Mental Health Clinical or Service-Related Training
- Mental Health Research Training
- Physical Education and Recreation for the Handicapped
- Satellite Centers
  - University Affiliated Facilities
- Social Services Training Grants —Title XX
- Training Grants for Family Planning Service Providers
- University Affiliated Facilities Operational Funds
- Vocational Rehabilitation Training Grants

Staff Development Overview

Service Need Definition:* *Staff development services are aimed at preservice or in-service or further education of paid or volunteer staff.

Grants to public and nonprofit organizations and institutions of higher learning and, in some cases, individual stipends are awarded by many government agencies to develop competency among professionals providing public services. In each of the staff development programs, funds are available for training activities or for the creation of programs to train those assisting the developmentally disabled population.

A significant number of programs described in this Guide, such as education programs or research activities, provide funds for staff development as a secondary emphasis or form of assistance. Conversely, many training programs described in this section relate directly to programs described elsewhere in the Guide.

Two training programs correlate to resources described in the Supportive Services section.

- Social Services Training Grants—Title XX provide funds for training or retraining personnel who provide Title XX—Social Services (see p. 4.93).
- Child Welfare Training Grants provide educational and training opportunities to improve child and family services which are available through Child Welfare Services—Title IV-B (see p. 4.83) as well as through other programs.

Two training grants pertain to programs found in the physical health category.

- Training Grants for Family Planning Service Providers aim at improving the delivery of family planning services (see p. 8.49) by training program administrators and clinical staff as well as training and utilizing paraprofessional and paramedical staff.
- Public and nonprofit organizations and institutions such as university affiliated facilities (UAF) providing Maternal and Child Health Services (see p. 5.21) or Crippled Children's Services (see p. 5.11) can receive Maternal and Child Health Training grants. Advanced training is provided to extend the functions of doctors, train additional health care personnel, and otherwise encourage staff development.

Although maternal and child health training money is available to UAF's, these facilities have a separate funding source to support their activities, including staff training, and the activities of their satellite centers.

- University Affiliated Facilities Operational Funds help finance the interdisciplinary service and training programs which are integral to the UAF's. In addition to developing programs for the prevention, treatment, and rehabilitation of persons who are developmentally disabled, UAF's also offer training to postgraduates, graduates, undergraduates, and in-service personnel.
- Grants are also awarded to UAF's to conduct studies on the feasibility of developing a satellite center, and to establish and operate a satellite center if the study is approved. The training capabilities of satellite centers vary.

In the area of mental health, two programs provide training stipends and/or other allowances to individuals, one directly from the National Institute of Mental Health (NIMH) and one through an NIMH grantee.

- National Research Service Awards are made for full-time Mental Health Research Training in specified mental health areas. Predoctoral and postdoctoral students involved in academic and research training are eligible to apply for stipends.
- Stipends and other benefits are also available to individuals enrolled in training programs supported by Mental Health Clinical or Service-Related Training grants. These funds are also used for personnel development projects for health care providers and joint personnel planning and development efforts.

Two training programs are designed to improve vocational rehabilitation or training.

- Vocational Rehabilitation Training Grants provide stipends to students involved in training activities attributable to vocational rehabilitation. Public and nonprofit agencies and organizations can receive project grants to meet the training needs of personnel in rehabilitation programs.
- Bilingual Vocational Instructor Training prepares individuals as instructors, aides, and guidance counselors in bilingual vocational training.

Physical Education and Recreation for the Handicapped provides limited funds for training of personnel as well as for research and development projects in physical education and recreation for the handicapped.

Bilingual Vocational Instructor Training

Purpose

This program provides training for instructors of bilingual vocational training programs.

Services

This program awards grants and contracts to provide:

- preservice training programs designed to prepare persons to participate in bilingual vocational training or education as instructors, aides, and guidance personnel and counselors;
- in-service and developmental programs designed to enable instructional and ancillary personnel to improve their qualifications; and
- fellowships and traineeships for persons engaged in preservice or in-service training for bilingual vocational training.

Who Is Eligible?

Individual eligibility for training varies according to state standards.

States and public and nonprofit agencies may receive grants or contracts.

Profit-oriented agencies may receive only contracts.

How To Apply

Individuals can apply for training through the universities in which they are enrolled.

States and public and nonprofit educational institutions and agencies submit application forms to the Office of Education. The applicant's capabilities must be described, including:

- a listing of all the vocational training or vocational education courses offered by the institution;
- documentation of appropriate accreditation; and
- description of staff qualifications.

Agencies must also describe the trainee application process they will establish.

Programs Funded

This program was created in fiscal year 1977. Four programs were funded for fiscal years 1977 and 1978.

For Further Information

For regulations and information concerning this program, contact the Division of Research and Demonstration.

Public Law:
Vocational Education Act of 1963, Title I, Part B, Subpart 3, Section 186, as amended by the Education Amendments of 1976

United States Code:
20 USC 2416

Code of Federal Regulations:
45 CFR 105

Catalog of Federal Domestic Assistance:
OMB Number 13.586

Federal Agency:
Division of Research and Demonstration
Bureau of Occupational and Adult Education
Office of Education
Washington, DC 20202
(202) 245-9634

Child Welfare Training Grants

Purpose

By providing educational and training opportunities to current and future staff, this program attempts to improve child and family services.

Services

Grants may be made for training projects in the priority areas of:

- improving the quality of service delivery to children and families and the management of child and family service programs;
- developing and maintaining an adequate supply of qualified child welfare personnel;
- strengthening and improving educational programs and resources for preparing personnel; and
- supporting experimentation with new methods of education and training.

Three types of grants may be awarded to institutions of higher learning:

- teaching grants;
- traineeships grants; and
- short-term training grants.

Who Is Eligible?

Grants are not made to individuals even though they may be affiliated with an institution of higher learning. Individual students in approved programs, however, are eligible for traineeships.

Public or other nonprofit accredited institutions of higher learning are eligible to apply for grants. This includes community colleges and undergraduate and graduate schools. Grants are available in a variety of disciplines such as social work, public administration, business administration, child development, law, and public health.

How To Apply

A public or nonprofit educational institution should obtain an application packet from the Office of Human Development Services (OHDS) of the Department of Health, Education, and Welfare (DHEW) to learn the current priorities set for the training grants. Applications are evaluated according to their responsiveness to the priorities and to the evaluation criteria. Applications for projects of regional significance should be made to the DHEW Regional Office.

Programs Funded

The Yale School of Public Health is involved in a project of national significance funded by this program. They are developing a curriculum dealing with handicapping conditions in children for the short-term training of people already working in the field of child welfare and for incorporation into schools of social work. The goal is to produce child welfare workers who are better informed on the developmental disabilities and health needs of handicapped children to lead to early detection of handicapping conditions and more appropriate referrals.

Potential applications of the grants include training in the administration of group homes for the developmentally disabled, training of educators to meet the special needs of developmentally disabled children, and other projects which promote the use of experimental methods in the education and welfare of developmentally disabled children.

Other Issues To Consider

Since these grants are awarded only to institutions of higher learning, individuals or consumer organizations should contact universities to find out if grant funds have been or are being utilized, what type of training is being supported, and if there are possibilities for the expansion of existing programs or the establishment of innovative projects. This information might also be obtained from the regional DHEW Offices of Human Development Services.

One of the goals of this program is to reduce or prevent dependency by providing alternative care, such as community or group homes. There now exists a need for qualified staff for these homes. Advocates can explore the use of these funds for programs to help meet this need.

For Further Information

Regulations and other publications regarding this program can be obtained by writing the State Management and Training Staff, DHEW.

Public Law:
Title IV of the Social Security Act of 1935, as amended

United States Code:
42 USC 626

Code of Federal Regulations:
45 CFR 74

Catalog of Federal Domestic Assistance:
OMB Number 13.768

Federal Agency:
State Management and Training Staff
Social Services Administration
Office of Human Development Services
330 C St., SW
Washington, DC 20201
(202) 245-0503

Maternal and Child Health Training

Purpose

This program awards project grants for the training of personnel in health care and related services for mothers and children, particularly mentally retarded children and children with multiple handicaps.

Services

This program provides grants for projects which involve:

- advanced training for professionals in maternal and child health fields through university affiliated facilities (UAF) (see p. 8.51);
- training of persons who extend the function of doctors;
- training of additional health care personnel;
- short-term workshops and institutes; and
- a full range of clinical services provided through UAF's.

UAF's have developed effective programs of prevention, treatment, and rehabilitation. Each offers a complete range of clinical services through a core faculty, representing at least 20 professional areas. They work together to provide a variety of services for the handicapped and to train students in these fields.

More than 50 percent of maternal and child training funds are spent in support of staff and trainees at UAF's. Some of this money is also spent in programs training personnel who serve to extend the functions of physicians. The UAF program also receives support under Sections 503 and 504 of Title V of the Social Security Act.

Who Is Eligible?

Any public or nonprofit private institution of higher learning is eligible to apply for a maternal and child health training grant. Grants are not available to individuals even though they may be affiliated with nonprofit organizations.

How To Apply

A public or nonprofit institution of higher learning or public or nonprofit organizations carrying out maternal and child health or crippled children's programs submit their applications for a training grant to the Associate Bureau Director of the Office for Maternal and Child Health.

Programs Funded

The University of Washington, Seattle, developed training in the communicative disorders at two levels: one for all students in speech pathology and audiology who are interested in studies relating to mental retardation, and a program with major emphasis for students who wish to specialize in the area of language development and disorders of handicapped children.

The University of Alabama has a program designed to meet the needs of short-term students, full-time students, and trainees in the area of mental retardation to practice at the Center for Developmental and Learning Disorders. This university provides the only training in the United States in managing mental retardation facilities.

During 1975, over 719 professionals in maternal and child health fields were trained, mainly at UAF's.

A consumer organization might find out whether such programs are funded in a particular state. If so, determine whether the training is producing professionals who will meet the needs of mentally retarded, cerebral palsied, epileptic, or autistic children. If not, plan and carry out action which will have an effect upon the training program. For instance, extended contact by students with handicapped children and their parents can be an important learning experience. Perhaps an arrangement could be made with the college or university to award credit for student work in programs for the handicapped at day-care centers, camps, and respite-care centers.

For Further Information

Regulations and other publications relating to the program can be obtained by writing Office for Maternal and Child Health.

Public Law:
Title V of the Social Security Act of 1935, as amended
United States Code:
43 USC 711
Code of Federal Regulations:
42 CFR Chapter I, 51a, Subpart D
Catalog of Federal Domestic Assistance:
OMB Number 13.233
Federal Agency:
Office for Maternal and Child Health
Bureau of Community Health Services
Health Services Administration
5600 Fishers Lane
Rockville, MD 20852
(301) 443-6600

Mental Health Clinical or Service-Related Training

Purpose

Grants are awarded to support the research and development of training programs in the field of mental health.

Services

Project grants provide support for:

- clinical or service-related training and personnel development projects for primary health care providers and/or mental health specialists;
- projects designed to increase the capability of mental health agencies and training institutions for joint personnel planning and development;
- basic training projects for the development of mental health specialists; and
- projects in specialized areas of high priority and need, such as crime and delinquency, metropolitan problems, and minority groups.

Grant funds may be used to:

- defray institution costs of the training program (personnel, supplies, equipment, travel, and other necessary expenses); and
- provide trainee stipends and other allowances (tuition and fees) for individuals enrolled in the training program.

Who Is Eligible?

Individuals enrolled in appropriate training programs at participating institutions are eligible for training stipends.

Grants are awarded to public or nonprofit institutions and organizations, and state and local government agencies. An institution providing basic professional training in a mental health discipline must have an accredited program before it can award trainee stipends.

How To Apply

Individuals seeking trainee stipend support must apply directly to and be accepted by the training institution.

Preapplication consultation with the National Institute of Mental Health is not mandatory but is encouraged. A standard application must be submitted by July 1, unless announced otherwise, to receive funding by October 1.

Other Issues To Consider

A great need exists for research into the psychological and biomedical needs of the developmentally disabled and their families. This program offers an opportunity for training mental health researchers who can address those needs and training academically qualified staff of nonprofit voluntary health organizations.

For Further Information

Regulations and other information about this program can be obtained by contacting the National Institute of Mental Health.

Public Law:
78-410, Public Health Service Act, Section 303

United States Code:
42 USC 242a

Code of Federal Regulations:
42 CFR 64

Catalog of Federal Domestic Assistance:
OMB Number 13.244

Federal Agency:
Division of Manpower and Training Programs
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) 443-4257

Mental Health Research Training

Purpose

This program supports training of individuals for research in specified mental health related areas.

Services

National Research Service Awards are made for full-time research training in biomedical/behavioral shortage areas, including:

- child mental health;
- depression and suicide;
- schizophrenia;
- psychoactive drugs;
- crime and delinquency;
- aging; and
- program evaluation and mental health services management.

Institutional research training awards provide stipends for a number of individuals who are chosen by the institution's training program director.

Who Is Eligible?

Doctoral and postdoctoral individuals involved in academic and research training in the health and health-related areas specified by the National Institute of Mental Health are eligible for stipends. Applicants must be:

- U.S. citizens or admitted for permanent residence; and
- nominated and sponsored by a public or nonprofit institution with appropriate staff and facilities.

The recipient must pay back part of the stipend either by continuing research in approved areas or by repaying half of the funds.

How To Apply

An individual applicant must be accepted at a sponsoring institution and have a sponsor who will supervise the training. Preapplication consultation with National Institute of Mental Health (NIMH) is encouraged, but not mandatory. Joint applications are made directly to NIMH.

Programs Funded

Doctoral stipends are for $3,900 annually. Postdoctoral stipends range from $10,000 to $14,000 annually.

For Further Information

For regulations and more information on this program, contact the Division of Manpower and Training Programs.

Public Law:
94-278, Public Health Service Act, Title IV, Section 472

United States Code:
42 USC 2891(l)

Code of Federal Regulations:
Not listed

Catalog of Federal Domestic Assistance:
OMB Number 13.282

Federal Agency:
Division of Manpower and Training Programs
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857
(301) 443-4257

Physical Education and Recreation for the Handicapped

Purpose

Funds support research, training, and the development of recreational areas, such as playgrounds, that deal with physical education and recreation for the handicapped.

Services

There is no program dealing solely with recreation or physical education for the handicapped. Rather, the U.S. Department of Health, Education, and Welfare (DHEW) allots part of its money for education of the handicapped to physical education and recreation. With this allotment, research and development projects are funded, as well as projects relating to the training of personnel in physical education and recreation for the handicapped.

Who Is Eligible?

Any organization can apply for funds for research and training.

How To Apply

Each year an announcement is made in the *Federal Register* (see p. 10.19) that grant proposals are being accepted by the Division of Innovation and Development for projects in research and training for education for the handicapped. An interested organization can request to be placed on a mailing list to receive the announcement of funding availability and an application package as soon as the announcement is released each year. The application date varies annually.

Interested organizations can get proper application forms from the Division of Innovation and Development in DHEW.

Programs Funded

An example of a funded program is the design and development of a playground specifically created for mentally retarded, orthopedically handicapped, and emotionally disturbed children at the University of Southern Florida.

Other Issues To Consider

Only a small amount of money is available for recreation and physical education in this program. From the available funds, twice as much money is disbursed for training as is for research. More money may become available as a result of new legislation, P.L. 94-142, which places greater emphasis on physical education as an integral part of education for the handicapped.

For Further Information

Regulations and other information can be obtained by writing to the Division of Innovation and Development, DHEW.

Public Law:
91-230, Education of the Handicapped Act of 1974, as amended by P.L. 94-142

United States Code:
20 USC 1232

Code of Federal Regulations:
45 CFR Chapter I, 121

Catalog of Federal Domestic Assistance:
Not listed

Federal Agency:
Division of Innovation and Development
Bureau of Education for the Handicapped
U.S. Department of Health, Education, and Welfare
400 Maryland Ave., SW
Washington, DC 20202

Satellite Centers

University Affiliated Facilities

Purpose

This program extends the services offered by university affiliated facilities (UAF) (see p. 8.51) through satellite centers.

Services

Grants are awarded to existing UAF's to:

- conduct feasibility studies of the ways a UAF, singly or jointly with other UAF's, could establish and operate a UAF satellite center; and
- establish and operate a UAF satellite center, if the feasibility study is approved.

The satellite centers are located in areas underserved or unserved by existing UAF's. The services provided by the satellite centers which can be the same as those offered by a UAF are determined in the feasibility study. This can include interdisciplinary training for professionals working with the developmentally disabled and direct services to developmentally disabled adults and/or children in many disciplines such as pediatrics, psychiatry, education, audiology, vocational rehabilitiation, dentistry, and physical and occupational therapy.

Who Is Eligible?

Only an existing UAF may receive funds for a satellite center feasibility study, which may be conducted under subcontract by another organization.

Awards can be made to existing UAF's with approved feasibility studies to establish and operate satellite centers.

How To Apply

Existing UAF's request funds from the Developmental Disabilities Office to conduct feasibility studies and operate satellite centers.

Programs Funded

Awards for feasibility studies can be for up to $25,000. Possible types of satellite centers include those which are:

- service extension of parent UAF's;
- service centers with very limited training capabilities; and
- infant UAF's capable of developing into full-range UAF's.

For Further Information

Regulations, guidelines, and publications relative to this program can be obtained by writing to the Developmental Disabilities Office.

Public Law:
91-517, Developmental Disabilities Services and Facilities Construction Act, as amended by P.L. 94-103

United States Code:
42 USC 6031

Code of Federal Regulations:
45 CFR XIII

Catalog of Federal Domestic Assistance:
OMB Number 13.632

Federal Agency:
Developmental Disabilities Office
Administration for Handicapped Individuals
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 245-0335

Social Services Training Grants—Title XX

Purpose

This program provides funds for the training and/or retraining of personnel who provide Title XX related social services.

Services

Training funds are available in the form of: A. stipends to individuals; or B. grants to Title XX agencies, educational institutions, or other agencies for training purposes.

A. Individuals involved in the administration or direct provision of social services can receive salary, tuition, books, supplies, dependency allowances, and travel expenses related to training. With the exception of salary, employees from other agencies which provide services under contract with the Title XX agency can receive the same benefits as long as the training program lasts eight consecutive weeks. Assistance is less for training programs of shorter duration.

Training funds are also available to volunteers working for the Title XX agency so long as they are involved in the direct provision of services; persons preparing for employment with the Title XX agency and, in some cases, individuals who have contracts to provide services can also participate.

Training can include in-service, short- and long-term, undergraduate, or postgraduate training at educational institutions. Those who receive training for longer than eight weeks must sign an agreement to return to work for at least the same amount of time they received training.

B. Educational institutions or other agencies can receive grants to develop, expand, and improve training for individuals who qualify. Each training program must be attended by some Title XX students, although the number of students is optional. The course does not have to be developed exclusively for the Title XX students attending as long as the curriculum pertains to the provision of services. The curriculum can be as varied as the services each state offers.

Title XX training programs are funded 75 percent by the federal government and 25 percent by nonfederal funds.

Who Is Eligible?

A. Individuals are eligible to participate in this program if they are:

- employees of the state or local Title XX agency;
- volunteers working for the Title XX agency;
- personnel who deliver services under contract with the Title XX agency; or
- persons preparing for employment in the Title XX agency.

B. Educational institutions and other agencies are eligible to receive grants for periods of up to three years.

C. All states are eligible to receive funds if the Title XX state agency contributes its share of the costs which can come from state appropriation, other state agencies, or private sources.

How To Apply

A. Individuals who wish to participate in this program should apply to the Title XX state agency.

B. Institutions interested in this program should contact the state Title XX agency for information on available training grants.

C. States are automatically eligible for this program provided they submit a state plan for approval by the Governor. The state plan is submitted for informational purposes and does not require federal approval.

Programs Funded

There are two types of funding for Title XX. One is called "ceiling money" which has a limit or ceiling of $2.5 billion for services and is divided among the states on the basis of population. The other is the "open ended" training appropriation.

There is no limit on the amount of federal money available for Title XX training. States can receive federal money to the extent that they can match it with 25 percent of the costs.

Other Issues To Consider

Unlike the Title XX services program, an explanation of how the state intends to use training funds does not have to appear in the Comprehensive Annual Services Plan, and therefore it is not open to public comment or scrutiny. States are required to submit a training plan to the Public Services Administration in the Department of Health, Education, and Welfare at the beginning of the program year, so that the federal agency can provide technical assistance, if needed. However, states can change the plan during the year, and the plan can omit financial information, which allows states great flexibility in this program.

For Further Information

In each state, this program is administered by the Title XX state agency which can be located by contacting the Governor's office.

Regulations, guidelines, and other publications can be obtained by writing to the State Management and Training Staff.

Public Law:
Title XX of the Social Security Act of 1935, as amended

United States Code:
42 USC 1937

Code of Federal Regulations:
45 CFR 228.80-86

Catalog of Federal Domestic Assistance:
OMB Number 13.772

Federal Agency:
State Management and Training Staff
Public Services Administration
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 245-0503

Training Grants for Family Planning Service Providers

Purpose

This program trains personnel to improve the delivery of family planning services.

Services

Grants and contracts awarded under this program develop:

- training for family planning program administrators and clinical staff; and
- training for and utilization of paraprofessional and paramedical staff.

Funds under this program may not be used to provide professional training as a part of education in pursuit of academic degrees.

In theory, the program also funds research projects in the field of staff training in family planning services, but no research grants have been awarded.

Who Is Eligible?

Public and nonprofit groups are eligible to apply for family planning training grants or contracts. Individuals may also apply for grants to train personnel in carrying out family planning programs.

Profitmaking organizations may apply for contracts.

How To Apply

Informal consultation between a prospective applicant and the Office of Family Planning is advised. Standard application forms can be acquired by writing the Program Consultant for Family Planning at the Department of Health, Education, and Welfare Regional Office in which the program is to be conducted.

Other Issues To Consider

Training projects may not advocate abortion as a method of family planning or train personnel to perform abortions.

For Further Information

Regulations, guidelines, and publications relating to this program can be acquired by writing the Office of Family Planning.

Public Law:
78-410, Public Health Services Act, Title X, Section 1003, as amended by P.L. 94-63

United States Code:
42 USC 300

Code of Federal Regulations:
42 CFR 59(c)

Catalog of Federal Domestic Assistance:
OMB Number 13.260

Federal Agency:
Office of Family Planning
Bureau of Community Health Services
Health Services Administration
Department of Health, Education, and Welfare
5600 Fishers Lane
Rockville, MD 20852
(301) 443-2430

University Affiliated Facilities Operational Funds

Purpose

This program establishes university affiliated facilities (UAF).

Services

UAF's operate as demonstration facilities for the provision of services for individuals who have a developmental disability, and as interdisciplinary training programs for personnel needed to provide specialized services for individuals who have a developmental disability.

The broad range of interdisciplinary services and training include some 60 disciplines ranging from pediatrics, social work, psychiatry, nursing, education, child development, and audiology to vocational rehabilitation, dentistry, and physical and occupational therapy. Some facilities provide services to children, some to adults, and some to both. Training is offered at postgraduate, graduate, undergraduate, and in-service levels.

Funds available through this developmental disabilities program are used for the administration and operating cost of the delivery of direct care services. Maternal and child health funds are used for direct care services in UAF's.

Who Is Eligible?

All individuals who meet the definition of developmental disability are eligible for services provided by a UAF. Because of the variety among the UAF's, each will have additional specific criteria for individuals wishing to obtain services.

Any state, local, public, or nonprofit facility which is associated with, or part of, a college or university is eligible for funding as a UAF. The facility must provide specialized services for the diagnosis, treatment, and education of persons who are developmentally disabled.

How To Apply

Individuals apply directly to the UAF for services.

Interested organizations can obtain application forms and a procedures outline from the Developmental Disabilities Office at the Department of Health, Education, and Welfare Regional Offices. Applications must be coordinated with the state council on developmental disabilities and the designated state agency, usually the office of mental health or mental retardation.

Programs Funded

There are 37 UAF's in 30 states which receive developmental disabilities funding. Twenty of the UAF's receive maternal and child health funding.

Other Issues To Consider

The UAF's are not distributed equally across the country. For those areas without a UAF, attempts should be made to develop, with neighboring facilities, regional plans for particular services and training.

Most UAF's are engaged in graduate and postgraduate training, but great need exists for inservice training. Title XX training funds (see p. 4.93) can possibly be used if more in-service training programs are needed.

For Further Information

Regulations and any guidelines and publications relating to this program can be obtained by writing to the Regional Director, Developmental Disabilities Office or to the national office in Washington, D.C.

Public Law:
91-517, Developmental Disabilities Services and Facilities Construction Act, as amended by P.L. 94-103.

United States Code:
42 USC 6031

Code of Federal Regulations:
45 CFR Chapter XIII

Catalog of Federal Domestic Assistance:
OMB Number 13.632

Federal Agency:
Developmental Disabilities Office
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201
(202) 245-0870

Vocational Rehabilitation Training Grants

Purpose

This program authorizes training grants, traineeships, and related staff development activities designed to improve vocational rehabilitation services.

Services

Traineeships and research fellowships provide stipends to students for technical, undergraduate, graduate, or special nonacademic training. An individual who receives a grant can expect an allowance for tuition, books, and supplies.

Project grants are awarded to meet the medical, vocational, and other training needs of personnel in public or private rehabilitation programs and facilities.

Who Is Eligible?

Any individual who has demonstrated the ability and special aptitude for advanced training in any professional area contributing to vocational rehabilitation is eligible to receive grants. Each trainee must:

- accept training only at an educational institution or agency designated in the traineeship award;
- not be an employee of the federal government; and
- not currently receive an educational allowance from any other federal, state, or local agency when that allowance is conditional on employment obligations, except federal student loans.

Public and nonprivate agencies and organizations, including institutions of higher education, and state agencies responsible for vocational rehabilitation are eligible for funds through this program.

How To Apply

All applicants must file applications to the Rehabilitation Services Administration at the Department of Health, Education, and Welfare on standardized forms. Applications must be filed before April 15 for the following academic year.

Programs Funded

Projects have been awarded in rehabilitative medicine, nursing, counseling, social work, psychology, physical therapy, occupational therapy, speech pathology and audiology, workshop and facility administration, specialized personnel for services to blind and deaf individuals, recreation, and other fields related to vocational rehabilitation.

Other Issues To Consider

State, public, and nonprofit agencies are expected to support financially a large share of any traineeships. The amount of support is negotiable.

Most efforts are directed toward preservice training; efforts should be made to investigate the potentials for in-service training. In-service training could be linked to other similar training efforts in the state such as training funded through Title XX training funds (see p. 8.45).

For Further Information

Additional guidelines and publications related to this program can be obtained by writing the Division of Manpower Development.

Public Law:
93-112, Rehabilitation Act of 1973, as amended by P.L. 93-516

United States Code:
29 USC 701

Code of Federal Regulations:
45 CFR 402.70

Catalog of Federal Domestic Assistance:
OMB Number 13.629

Federal Agency:
Division of Manpower Development
Rehabilitation Services Administration
Department of Health, Education, and Welfare
330 C St., SW
Washington, DC 20201
(202) 245-2247

The Protection of Rights Under Federal Law

Legislative Provisions for Antidiscrimination

Discrimination against developmentally disabled persons has lived a long and tolerated existence in our society. Discrimination, of course, can take many forms, the most basic of which is the denial of the fundamental human rights accorded to other citizens.

In recent years, numerous laws concerning disabled persons have been enacted by federal and state governments. The majority of these laws, however, do not specifically address the rights of developmentally disabled persons, but rather mandate the provision of services or assistance. For example, Public Law 94-142, The Education for All Handicapped Children Act, while a milestone piece of legislation, is most specifically concerned with the provision of education services to handicapped persons and not with the general protection of their rights. This chapter discusses federal laws which concern the unequal treatment of developmentally disabled persons, and the establishment of protection and advocacy systems to ensure their rights.

Title V of the Rehabilitation Act of 1973

The passage of the Rehabilitation Act of 1973 (Public Law 93-112) and subsequent amendments, the Rehabilitation Act Amendments of 1974 (Public Law 93-516), total revamped the federal-state rehabilitation program. In addition to the stipulations concerning rehabilitation services, there were several miscellaneous provisions grouped under Title V that went comparatively unnoticed at the time. These provisions emphasized the role of the federal government in programs to employ the handicapped, eliminate architectural and transportation barriers, and ensure affirmative action and nondiscrimination for handicapped persons (see Figure 9.1). The latter provision, Section 504 of Title V, was a sleeper. It is a one-sentence response to the need for fundamental changes in the actions and attitudes by institutions and individuals toward developmentally disabled persons. Section 504 says:

> *No otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*

This is a federal statutory authority prohibiting discrimination against handicapped persons based upon their handicapping condition in any program or activity receiving federal funds. That's the good news. The bad news is that this law was passed in 1973, but final regulations to implement this statute were not signed until May 4, 1977. In addition, the regulations that are now in effect only apply to programs and services administered by the Department of Health, Education, and Welfare (DHEW). Other federal agencies are soon to follow with their 504 regulations. The regulations cover antidiscrimination in employment practices, program accessibility, participation in all education, health, welfare, and social services, as well as administrative requirements, and appeal and grievance procedures for beneficiaries.

Neither the passage of law, nor the promulgation of regulations establishing Section 504, is the final answer. Section 504 is a concept; it will take substantial effort to make it work to its maximum potential. The bureaucratic burden of implementing Section 504 has been given to the DHEW Office of Civil Rights (OCR). OCR has established the Handicap Discrimination Branch to set up mechanisms and procedures for handling discrimination complaints and evaluating the success of programs in complying with the law. DHEW has also announced plans to establish a 504 Technical Assistance Unit to assist programs in meeting their 504 responsibilities. That's the plan. The reality is that any such effort takes time, money, and staff, and OCR does not have enough of these resources to do the job adequately. Congress will have to recognize its responsibilities and provide these resources. Remember that the next time you talk with members of your congressional delegation.

Figure 9.1

Affirmative Action Provisions of the Rehabilitation Act of 1973, as Amended

Section of Act	Title of Section	Coverage	Provisions	Administering Agency	Applicable Regulations	Status of Implementing Regulation
Section 501	Employment of Handicapped Individuals	Departments, agencies, and instrumentalities in the Executive Branch of the federal government	Agency to have affirmative action program for hiring, placement, and advancement of handicapped individuals. Plan to be updated, reviewed, and approved annually.	U.S. Civil Service Commission	U.S. Civil Service Commission ***Federal Personnel Manual*** *Chapter No. 306*	Issued annually
Section 502	Architectural and Transportation Barriers Compliance Board	Composed of the heads (or designees) of nine federal agencies	To ensure compliance on accessibility and usability of buildings constructed with federal funds; to investigate, examine, and recommend methods of eliminating architectural, transportation, and attitudinal barriers confronting handicapped persons.	Architectural and Transportation Barriers Compliance Board	Architectural Barriers ***Federal Register*** *Vol. 41, No. 128* *pp. 27192 - 27196* *July 1, 1976*	Final issued December 1976
Section 503	Employment under Federal Contracts	Contractors of the federal government with contracts of $2,500 or more	Contractor to take affirmative action to employ, advance in employment, and otherwise treat handicapped individuals without discrimination based on their handicap in all employment practices.	Office of Federal Contract Compliance Programs, Department of Labor	***Federal Register*** *Vol. 41, No. 75* *pp. 16147 - 16155* *April 16, 1976*	Final issued April 1976
Section 504	Nondiscrimination under Federal Grants	All programs and activities receiving federal financial assistance	No qualified handicapped individual shall, on the basis of handicap, be excluded from, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.	Office of Civil Rights, Department of Health, Education & Welfare	***Federal Register*** Vol. 42, No. 86 pp. 22675-22702 May 4, 1977	Only DHEW has issued; other agencies yet to issue

Protection and Advocacy Systems

Even though rights for the disabled were sanctioned in law, that's just one step toward the realization of those rights: witness the Civil Rights Act of 1964. There is no magical system for bringing to life the words and wisdom of lawmakers.

Because of the large amount of activity in the area of rights for the developmentally disabled there has been a lot of conversation, publication, and some legislation concerning the development of systems to deal with rights. The Developmentally Disabled Assistance and Bill of Rights Act (Public Law 94-103) introduced a unique provision entitled "Establishment and Protection of the Rights of Persons With Developmental Disabilities," Title II, or the "Bill of Rights," which is intended to provide a system of protection and advocacy services to safeguard the human rights of all disabled individuals against discrimination, abuse, and neglect. Based upon the philosophy that disabled individuals have the same basic human and civil rights as individuals without a disability, Title II states that all disabled individuals are entitled to appropriate treatment, services, and habilitation for a disability, designed to maximize the developmental potential of the person and provided in the setting that is least restrictive of the person's personal liberty.

In addition, Title II requires that both state and federal governments have an obligation to ensure that public funds are not allocated to any program that does not provide treatment, services, and habilitation which are appropriate to the needs of persons with a disability, or does not adhere to minimum standards. The specific minimum standards are not enumerated here. Individuals should consult the text of Public Law 94-103, Section III, to become acquainted with the standards to ensure that the rights of individuals are enforced.

The act stipulates that each state must have a system to protect and advocate for the rights of developmentally disabled people or forfeit their federal funding. This protection and advocacy (P&A) system must be in effect before October 1, 1977, in order for a state to receive its developmental disabilities formula grant allotment for the fiscal year. This is not to say that, once the deadline has passed, a state which did not comply cannot continue its efforts toward implementation. What it does mean, however, is that the state will not receive any developmental disabilities grant funds until the P&A system exists.

Each state must provide to the Secretary of DHEW satisfactory assurances that the state will have a P&A system which will:

- have the authority to pursue legal, administrative, and other appropriate remedies to ensure the protection of individuals; and
- be independent of any state agency which provides treatment, services, or habilitation to persons with a developmental disability.

The guidelines for this system, as developed by the Developmental Disabilities Office (DDO), elaborate the requirements a state must fulfill prior to approval by the Secretary of DHEW. The guidelines include a preprinted "work plan" which a state must complete and submit to the regional DDO. Copies of the work plan should be available to you through your state developmental disabilities council or state developmental disabilities agency.

The guidelines further explain that any agency may conduct and complete the planning of the system and submission of the work plan. Only an independent agency removed from the direct service delivery, however, may implement the system. The guidelines also explain that the State Developmental Disabilities Council and the state development developmental disabilities agency do not have any substantial role in the implementation, although they may be involved in the development of the proposal. It is the Governor who must assign responsibility for the planning and implementation of the P&A system to whomever is most appropriate, recognizing the mandate for the system's independent status. The Governor, not the council or agency, is charged with the responsibility of complying with these protection and advocacy provisions.

For the purpose of planning for the developmental disabilities P&A system, a state receives an allotment separate from the basic developmental disabilities formula grant. Each state received $20,000 for fiscal year 1976, and will probably receive a similar amount for fiscal years 1977 and 1978. When you consider the amount of money involved, it is obvious that the legislative intent was to fund the planning and initial development of a system without continuing support.

As imagined, the implementation of this system has caused considerable controversy. Some Governors believe the system is potentially too independent, and are concerned about who is to control and and account for it. Some people in the private sector believe that, in order for the system to be entirely independent, it must operate totally outside of any governmental structure, thereby eliminating any control by the state. Because of the inherent funding limitations of the proposed systems, they should not be viewed as the ultimate form of protection and advocacy.

There are several other potential funding resources at the federal level that can be used for the development of P&A systems. The remainder of this chapter[1] will review these resources in three groupings: PRIME RESOURCES for funding; SPECIAL CATEGORICAL RESOURCES; and two sources which are considered LONG SHOTS with potentially high dividends.

Prime Resources

The prime potential resources for funding P&A systems are Title XX: Social Services Program (see p. 4.93) and Title XX: Training Grants (see p. 8.45). Other resources, such as the Domestic Volunteer Programs, can provide manpower support, while the Legal Services Corporation, the National Senior Citizens' Law Center, and the National Center for Law and the Handicapped can provide valuable P&A information.

Title XX: Social Services Program

Provisions of Title XX of the Social Security Act offer new opportunities to develop programs, including advocacy and protective services, for developmentally disabled persons. The law significantly broadens eligibility criteria to include, at a state's option, families with income up to 115 percent of the state's median income (approximately $14,500 for a family of four). As Figure 9.2 shows, seven states use more liberal income eligibility criteria for developmentally disabled persons than for others.

Figure 9.2
Cut-off Points for Title XX Eligibility Expressed as Percent of Median Income

State	Developmentally Disabled	Other Persons
Hawaii	79%	60%
Idaho	115%	80%
Mississippi	115%	80%
Ohio	80%	51%
Tennessee	80%	70%
Utah	115%	80%
Virginia	70%	50%

Adjusted for family size

Developmentally disabled residents in community-based sheltered living arrangements including group homes, apartments, and hostels are eligible to receive a variety of services funded by Title XX. Social service funds may also be used to provide services to an individual in public or private institutions (including skilled nursing facilities and intermediate care facilities) as part of the plan for an individual to return to the community. These services must be delivered by personnel outside the institution.

In fiscal year 1976, $24.8 million in federal social service money was spent for legal services, 1.5 percent of total Title XX social service expenditures. Thirty state plans specifically define legal services for Title XX funding. Twenty-one states do not list legal services in their Comprehensive Annual State Plans (CASP). Many of these 21 states, however, offer legal services as a component of protective services. States that do not explicitly designate legal services in their CASP's for fiscal year 1976 are:

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[1] *Parts of this chapter previously appeared as Hammer, Paula, "Federal Funding Sources for Advocacy and Protective Services, or 'It Was My Understanding There Would Be No Math,'" in Baucom, L.C., and Bensberg, G.L. (eds.),* ***Advocacy Systems for Persons With Developmental Disabilities: Context, Components, and Resources.*** *Lubbock, Texas: Texas Tech University, Research and Training Center in Mental Retardation, 1977, pp. 251-267.*

Alaska
Arizona
Arkansas
District of Columbia
Hawaii
Idaho
Kentucky
Louisiana
Michigan
Mississippi
Nebraska
Nevada
New Hampshire
New Mexico
New York
Oklahoma
Oregon
Rhode Island
South Dakota
Texas
Washington

Of the states providing Title XX legal services, four states—Alabama, Maine, Missouri, and Wisconsin—provide legal services to anyone without regard for income eligibility criteria. In Delaware, Illinois, Montana, and Utah, legal services under Title XX are available only to individuals who are welfare recipients. The other 26 states provide legal services to both welfare recipients and to others who meet eligibility requirements.

Examples of some independent legal services programs receiving Title XX funds are the Montana Legal Services Association, the Colorado Coalition of Legal Services Programs, and the Pennsylvania Legal Service Center.

Federal allocations for Title XX have been limited to a $2.5 billion national ceiling. Each state can contribute matching funds up to their maximum federal allotment. If a state is spending at or close to its limit or "ceiling," then the probability of available Title XX money which can be used for legal services is very low. For states with available Title XX money, it's open season to use these funds for components of the P&A system.

P&A personnel in states that appear to have excess, unused Title XX service dollars should consider the following basic tasks essential to obtaining Title XX funds:

1. Identify the designated Title XX agency in the state, usually a state welfare, social service, or human resource department.
2. Identify and establish communication with Title XX agency staff.
3. Obtain a copy of the CASP for Title XX.
4. Become familiar with federal regulations governing Title XX.
5. Work with the state Title XX agency to get advocacy and protective services included in the state plan, by amendment, if necessary.
6. Identify sources of state/local matching funds including:
    - private funds (foundations, voluntary agencies, United Way, church groups);
    - local public funds (municipal or county general revenue); or
    - state public funds (state appropriations including budgets for state agencies such as mental health, mental retardation, aging, transportation, youth services, and corrections).

Title XX: Training Funds

If a state is using all available social service money, another avenue to Title XX remains open: Title XX training funds which come from a separate unlimited authorization.

States with funds available in their regular service allocation can use these funds for training. Those states spending at or above their ceiling for Title XX services may tap an open-ended authorization for training funds.

Title XX training funds are available to the designated state agency at a 75 percent federal 25 percent state-local ratio—that is $3 in federal funds for every $1 in state-local funds. The state agency may use the funds to train:

- current personnel and volunteers of the state Title XX agency;
- current personnel and volunteers of a provider agency receiving Title XX funds (e.g., nonprofit organization under grant or purchase of service contract with Title XX state agency); and
- persons preparing for employment in the Title XX agency.

The agency may dispense these funds to individual students, educational institutions, and public and private providers of services, such as P&A systems. In fiscal year 1976, federal expenditures for Title XX training amounted to almost $18 million. In the past, these funds have been used largely for educational leave for state employees, especially social workers in degree programs. Funds may, however, be used for short-term training and in-service training.

The P&A system could gain access to Title XX funds through a grant or contract with the state Title XX agency for the following types of expenditures:

- training of paid or volunteer advocates, paralegals, day-care providers, parents, foster parents, and group home personnel;
- in-service training for staff and volunteers of the P&A system;
- salary of a full-time staff development person; and
- costs of curriculum development, personnel, salaries and fringe benefits, instructional materials, equipment, clerical assistance, and classroom overhead costs.

Domestic Volunteer Programs

Programs under the Domestic Volunteer Service Act of 1973 (Public Law 93-113) offer a wide range of funding for manpower support for P&A systems. These programs are listed here and described in greater depth in program descriptions included in this Guide.

- Foster Grandparents Program (see p. 4.85)
- Retired Senior Volunteer Program (see p. 4.89)
- Senior Companion Program (see p. 4.91)

Information Source:

Director
Older Americans Volunteer Program
ACTION
806 Connecticut Ave., NW
Washington, DC 20525
(202) 254-6886

University Year for Action (UYA) is another volunteer program which can be an exciting potential resource for advocacy manpower. Although the total program resources are less than $7 million a year, it is worth investigating thoroughly. Funds are available to public or private nonprofit groups to support a university-based volunteer program. Support is available for volunteers' allowances, travel, consultant and contract services, faculty travel, staff, some training, and equipment. The UYA project at the University of San Francisco conducted an Outreach Project for SSI-eligible (disabled) children using UYA manpower.

Legal Services Corporation

The federally authorized Legal Services Corporation continues the legal aid programs initiated under the Office of Economic Opportunity (OEO) in the 1960's. In fiscal year 1976, the Legal Services Corporation spent $26 million nationally to support general legal aid programs for low-income individuals. P&A systems for disabled persons might explore the possibility of buying into existing legal aid programs, sharing support services, space, law libraries, and other cooperative efforts.

Information Source:

Legal Services Corporation
Room 413
1725 K St., NW
Washington, DC 20006
(202) 254-6325

National Senior Citizens' Law Center

An excellent backup center formerly funded through OEO is the National Senior Citizens' Law Center. The Center, though concentrating on problems of elderly persons, has generic expertise in problems related to handicapped persons, especially with the Supplemental Security Income (see p. 6.29), Social Security, and Medicaid (see p. 5.23) programs, administrative appeals, the Privacy Act of 1974, and the Freedom of Information Act. Staff of the Center are skilled advocates who have been in the business for some time and could provide valuable assistance to new developmental disability advocacy programs.

Information source:

National Senior Citizens' Law Center
1709 W. 8th St.
Los Angeles, CA 90017
(217) 483-3990

National Center for Law and the Handicapped (NCLH)

NCLH was founded in 1972 to protect and ensure the legal rights of handicapped people by providing legal assistance, legal and social science research, and public education. The Center conducts litigation on behalf of handicapped persons and provides assistance to other attorneys representing handicapped clients.

A valuable possibility for those just establishing a P&A system may be NCLH's attorney training program. The Center chooses practicing attorneys, trains them for three months at NCLH, and places them, while paying their salary for 12 months, with a public interest law firm, legal aid office, or some other legal unit to serve as legal advocates for persons with handicapping conditions.

Information source:

National Center for Law and the Handicapped
1235 North Eddy St.
South Bend, IN 46617
(219) 288-4751

Special Categorical* Resources

Certain funding programs are categorical resources because they focus on a specific population, but can nevertheless be used as funding resources for P&A systems. This includes funds provided under the Older Americans Act, Child Abuse and Neglect Prevention and Treatment Program (see p. 4.81), and Child Welfare Research and Demonstration Projects (see p. 8.5).

Older Americans

Federal programs under the Older Americans Amendments of 1975 (Public Law 94-135) make funds available to state agencies on aging and to public and private nonprofit groups. The law specifies national priorities including "legal and other counseling services" and "other services to assist older persons in leading independent lives and avoiding unnecessary institutionalization." P&A systems should document the needs of older disabled persons for protective and legal services. Where such needs exist, the P&A system should tap categorical funding sources for elderly persons.

The Older Americans legislation also provides for a nursing home ombudsman* program. P&A systems should be aware of ombudsman activities and, where appropriate, develop cooperative or coordinated activities in behalf of nursing home residents of any age who are disabled.

Information sources:

State agencies on aging

Regional DHEW Office of Human Development Services

Commissioner on Aging
Administration on Aging
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201

Child Abuse and Neglect Prevention and Treatment Program

This program, authorized under Public Law 93-247, assists state, local, and voluntary agencies in strengthening their capacities to develop programs to prevent, identify, and treat child abuse and neglect. While we generally think of this program in regard to parental neglect and abuse of children, some special neglect and abuse problems confront disabled children: neglect and abuse of children in residential facilities, in day-care programs, and in other institutional settings. P&A systems have legitimate cause for activity to identify, prevent, and treat problems of disabled children in these areas.

Funding may be available to P&A systems through the general child abuse prevention program in the form of grants or contracts for:

- provision of technical assistance;
- demonstration programs and projects to develop multidisciplinary training programs to furnish services; and
- research into causes, prevention, and treatment of child abuse and neglect.

Information source:

Director, National Center on Child Abuse and Neglect
Children's Bureau
Administration for Children, Youth, and Families
Office of Human Development Services
Department of Health, Education, and Welfare
P.O. Box 1182
Washington, DC 20013
(202) 755-6233

Child Welfare Research and Demonstration Grants

Through this program, under Title IV-B of the Social Security Act, money is made available to both public and private nonprofit groups in the form of grants and contracts. Because a P&A system has nonprofit status, it can qualify for these funds.

In the past, these funds have been used to develop new strategies for service. In the area of protective service, funds have been used for group homes, emergency shelter, and adoption programs for disabled children, which can all be components of a P&A system.

Information source:

Children's Bureau
Administration for Children, Youth, and Families
Office of Human Development Services
Department of Health, Education, and Welfare
Washington, DC 20201

Long Shots

Two huge federal programs offer potential funding: the Department of Labor's Comprehensive Employment and Training Act (CETA) (see Chapters 6 & 8) and the Department of Housing and Urban Development's (HUD) Community Development Block Grants (see p. 4.41). Primary decisions for allocation of these funds rest with units of state and local government.

Comprehensive Employment and Training Act (CETA)

CETA funds flow to state and local prime sponsors* from the Department of Labor. The programs focus on training unemployed and underemployed populations, providing support services such as child care and transportation to trainees and workers, and creating new jobs by providing salaries for workers employed in public service jobs. The third objective may offer funding opportunities to P&A systems. For instance, a P&A system could receive funds to train and employ workers as paralegals or citizen advocates.

Information sources:

State prime sponsor or manpower agency or office of the Governor

Local prime sponsors

Regional Assistant Director for Manpower,
Department of Labor

Employment and Training Administration
Department of Labor
601 D Street, NW
Washington, DC 20213
(202) 376-6366

Community Development Block Grants

Community development funds are available under Title I of the 1974 Housing and Community Development Act. This program distributes over $2 billion dollars annually to state and local governments. Large urban areas (50,000 or more population) are automatically eligible for a share of the funds. Smaller, less populous areas may compete for funds available to both states and localities. In addition, the Secretary of HUD may reserve 2 percent of program appropriations for special discretionary projects.

Up to 20 percent of the Title I funds available to any community may be used for public services not otherwise available which are responsive to the needs of an area's residents. Title I is not a housing program; it provides for planning and development of neighborhood services and facilities. The law specifically requires communities to assess and meet the special needs of handicapped and elderly residents. P&A systems could legitimately receive community development "public service" funds for services to area residents. In addition, these funds may be used as the local share to match federal funds such as Title XX.

In order to receive Title I funds, a locality must develop an annual plan. The chief executive of the area (e.g., the mayor) has primary responsibility for the plan but must also involve the local legislative body (e.g., city council) and local citizens.

Information sources:

Chief executive of state/local government

HUD Regional Office

Assistant to the Secretary for Elderly and Handicapped
Department of Housing and Urban Development
HUD Building
Washington, DC
(202) 755-6032

A Few Concluding Thoughts

There is no single source of funding for P&A systems for disabled persons. The heterogeneity of the services and the populations to be served demands multiple sources of funding. The advantage of this is that P&A systems will never become overly dependent on one resource. Diversity of funding sources offers optimum program independence and variety but requires good planning and coordination to prevent fragmentation.

Mechanisms of public funding are detailed and complex. The ground rules change daily. The interrelationship of programs is vast and can work in a program's favor or wipe it out.

Administering and monitoring public funds requires expertise and, in most cases, professional help. Plan now to hire full-time staff or at least contract consultants to work in both the planning and implementation phases.

Planning a P&A system requires thorough consideration of resource availability. Do not wait until the implementation phase to consider resources. Tap your basic advocacy skills and tactics to obtain funds for a P&A program.

Federal References

Many federal resources can potentially help persons with developmental disabilities. Only some of these resources could be classified as federal programs. Others are informational sources provided by the federal government.

The number of publications distributed by the federal government is almost countless. A few major resources, however, are fairly comprehensive and include such important information about the governmental process, laws, and programs described in this Guide that they are reviewed in this section.

These reviews will inform you not only of the strengths and potential uses of these references, but also of their limitations so that you will know what information you can and cannot get from each resource. Instructions for obtaining or reviewing these references are included at the end of each description. The federal government references described in this section are:

The Budget of the United States *and* ***The Budget in Brief***
Catalog of Federal Domestic Assistance
Commerce Business Daily
Congressional Directory
Congressional Record
Directory of National Information Sources on Handicapping Conditions and Related Services
Federal Assistance for Programs Serving the Handicapped
Federal Depository Libraries
Federal Information Centers
Federal Register *and* ***Code of Federal Regulations***
General Accounting Office Reports
Government Printing Office Information Services
Government Reports from Private Organizations
United States Code
United States Government Manual

The Budget of the United States Government & The Budget in Brief

The Budget of the United States Government and *The Budget in Brief* are two components of a larger set of documents issued each January in which the President describes to the Congress his proposed budget for the fiscal year which begins the following October 1. The larger of the two documents, *The Budget of the United States Government for Fiscal Year 1978*[1], contains: the President's budget message, the proposed budget for each federal agency, analyses of proposed expenditures by function (for example, national defense, health, and income security), a narrative section on the budget process itself (including budget terminology), and many supporting tables.

The Budget in Brief is a smaller document and easier for the layperson to read. It also contains the budget message and a brief discussion of the budget process. It omits the tables of budget accounts for each agency and gives the proposed expenditures for the coming fiscal year only by function. *The Budget of the United States Government* also contains a section in which expenditures are grouped by function. However, that publication is sufficiently thorough that a reader can learn enough about individual budget accounts to determine whether the functional designation of an expenditure is correct. *The Budget in Brief* omits the individual account information, leaving the reader at the mercy of the author's conclusions regarding the function served by a proposed expenditure. Some of those decisions are arbitrary, and what may appear to be a housing or transportation related expenditure to one person may seem to be a defense expenditure to another. Therefore, readers who refer only to *The Budget in Brief* should be wary about accepting the functional conclusions presented there.

The massive budget Appendix, which accompanies all budgets submitted to Congress, is the most thorough of all the documents, but it is almost incomprehensible to a reader unfamiliar with its technical, detailed subject matter.

The Budget of the U.S. Government for Fiscal Year 1978 and *The Budget in Brief* are available in GPO bookstores, or can be ordered from the:

Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 783-3238

The price of *The Budget of the U.S. Government for Fiscal Year 1978* is $3.45; the price of *The Budget in Brief* is $1.15. However, readers are advised that this year's (1977) issues of the budget documents for fiscal year 1978 are already outdated by congressional actions, and that it would be wise to delay obtaining budget documents until the fiscal year 1979 documents become available in January 1978.

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[1] The dated portion of the title changes annually.

Catalog of Federal Domestic Assistance

The *Catalog of Federal Domestic Assistance* is the largest single compilation of information on federal domestic programs. It is organized and cross-referenced by administering agency; function; individual, local, and state application; popular name of programs; and subject. Each domestic assistance plan is discussed on a program-by-program basis. For this reason it is invaluable as a basic federal service directory. The types of programs described are: grants of all types; loans and loan guarantees; scholarships; mortgage loans; direct federal insurance; provision of federal property, including donation of property; technical assistance, training, and counseling; programs of direct payments to individuals either for specified purposes or for general uses; and other services.

Despite that sweeping list, the Catalog does not include everything. The program descriptions are brief and leave some informational gaps, but provide enough information to direct you to the right place in order to make further inquiries. In addition, the Catalog does not list information on foreign programs; federal payment programs without specific application procedures in order to secure payment, such as revenue sharing to states and localities; inactive or currently unfunded programs; tax benefits; and some federal services which are not regarded as "programs."

The Catalog is published yearly by the Office of Management and Budget (OMB), which assigns each program an "OMB Number" as its main identification. Each program description includes: the federal agency which administers the program, a brief legislative history, the objectives of the program and type of assistance it provides, and who is eligible to apply for and receive assistance. The descriptions are particularly deficient in describing: the current funding level of a program (the Catalog goes to press before appropriations for the current fiscal year are decided), complete application procedures, the printed information available about the program, and realistic deadlines for applications. Those items must be researched by contacting information sources in state and local governments who are familiar with the program's operation, or by contacting the federal information source listed (with the phone number) in the Catalog.

In addition to the abbreviated descriptions, the Catalog omits some programs which are important to the developmentally disabled population, such as tax incentives, sheltered workshop studies, and the Section 202 housing program for the elderly and handicapped.

The *Catalog of Federal Domestic Assistance* is considered a subscription because the initial volume is updated with new material. Not available in GPO bookstores, it can be ordered only from the:

Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 783-3238

A payment of $18.00 should accompany the order.

Commerce Business Daily

The *Commerce Business Daily* (CBD) includes the official procurement list of the federal government. Almost everything the federal government proposes to buy in the way of goods or services valued at $5,000 or more is advertised in the CBD. It is published daily, Monday through Friday (excluding holidays), by the Department of Commerce. Its entries fall into every conceivable category. Besides announcements of proposed procurement, the CBD also has a special section which lists all new awards of $25,000 or more. By studying the CBD, you can learn which goods and services will be purchased, what awards have been made (which can be helpful because some of the new awardees will probably be subcontracting the purchase of goods or services soon after receiving the award), and something of the general direction of government procurement.

The CBD can be a tremendous resource, but it has its limitations. The first of these is understandability. Understanding the CBD is made difficult not only by the cryptic language, but also by the fact that many entries tell a reader to look up a numbered note at the end of the document in order to understand that item. These explanatory notes might inform you that, for example, the lead time for responding to that particular item is short because of the urgency of the procurement, or that you have to write for the request for proposal* rather than telephoning for it, or that the only applicants to be considered for the award are small businesses. The problem is that the numbered notes do not appear at the end of every issue; they are included only in each week's Monday edition (or the first day of the week if Monday is a holiday).

The second serious problem encountered in using the CBD could be called the "if-you-blink-you'll-miss-it" phenomenon. Although most federal procurement awards over $5,000 must be advertised in it, each one has to be advertised only once. The CBD won't do you much good unless you make it part of a daily ritual. Reading the CBD takes time since each edition usually contains more than 20 pages.

The third difficulty in using the CBD effectively involves the sketchy information given about any entry. There is almost never sufficient information to determine whether an advertised entry is something you want to apply for. The best policy is to contact the administering agency which advertised the item which looks promising and get more information about it.

The last serious CBD problem is cost. A subscription costs at least $80 a year ($105 if it is mailed first class), and that's a lot to spend to find out about government procurement unless you seriously anticipate applying for an award. Most libraries subscribe to the CBD, but a subscription is really the only systematic way to keep with it, and that's a costly proposition.

Although the CBD is expensive, hard to understand, short on information, and long on typographical errors, it could be likened to panning for gold; given perseverance, you just might find some.

The *Commerce Business Daily* must be ordered from the:

Government Printing Office
Superintendent of Documents
Washington,DC 20402
(202) 783-3238

Payment should accompany an order. The subscription price varies. If it is ordered to be sent first class, the cost is $105.00 per year. Subscriptions sent other than first class cost $80.00 per year.

Congressional Directory

The items included in each year's issue of the *Congressional Directory* could best be described as hodgepodge. You can find everything there from the convening and adjourning dates of every Congress in our history to a listing of all members of the Washington diplomatic corps. However, included among sundry entries is a great deal of useful information which the Directory provides and which most other federal government publications do not.

Each state's congressional delegation is listed along with maps of each congressional district. Key staff persons on congressional committees and in members offices are identified. All congressional committees, joint committees, commissions, and boards along with committee assignments of each Senator and Representative are listed. One important omission in the committee descriptions are complete lists of subcommittee assignments. Many important decisions about legislation, the "nuts and bolts" work of the Congress, is done during subcommittee sessions. It is important that someone following a piece of legislation know the Congressperson's responsible for making the decisions at the subcommittee level. The Directory does list the titles of all subcommittees just under the listing of the membership of the full committees, but only the names of subcommittee chairpersons and ranking minority members are included.

Information about both the Executive and Judicial Branches of government is included in the *Congressional Directory*, though its name implies that it contains information only about the Congress. There is no description of what each Executive or Judicial Branch entity does, but there is a list of the main components of every department and agency along with the names of principal staff members. One interesting organizational aspect of the Directory is that departments are not listed alphabetically, but in order of their creation. The first agency which appears in the Executive Branch section is not the Department of Agriculture, but the Department of State. There are also lists of all federal courts and many international organizations.

As a bonus, the Directory contains the most accurate map in print of the Capitol building itself. If you visit Washington, take the Directory with you. Even long-term Capitol Hill staff members have to rely on it if they want to find the obscure places.

The Congressional Directory is available in GPO bookstores or from the:

Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 783-3238

Payment should accompany the order. The price of the paperback edition is $6.50; the price of the clothbound edition is $8.50; and the price of the thumb-indexed clothbound edition is $12.50.

Congressional Record

The *Congressional Record* is the account of the proceedings of the Congress. It is published daily[1] when either or both houses of Congress are in session. Each edition divided into four main sections: the proceedings in the House of Representatives, the proceedings in the Senate, the "Extension of Remarks," and the "Daily Digest" which serves as an index for the edition.

The first two sections covering the proceedings of the House and Senate state everything that occurred during that day's session including a listing of all bills introduced that day. Because members of Congress are permitted special leeway to "revise and extend" their remarks, a great deal is added to this printed record of proceedings which was never actually spoken on the floor of the House and Senate chambers. This information can be as valuable to a person attempting to keep up with issues brought before Congress as the words actually delivered in speeches or during debates.

Members of Congress in the United States are permitted to revise what they actually said in debate. Often, if they do not exercise that option themselves, the editors who remove grammatical errors do this for them. This editing ensures the continued use of the rather quaint and mannered language which is traditional in the House and Senate Chambers.

Obviously, all these after-the-fact changes of the day's actual proceedings prevent the *Congressional Record* from being a totally accurate account.[2] This does not keep the Record from being a valuable resource; in fact, this characteristic endears it to many people. The *Congressional Record* is the antithesis of other traditional and boring federal documents. It is an account of proceedings that is often readable, sometimes funny, occasionally inspired, and always human.

Following the sections on the day's proceedings in each chamber is the "Extension of Remarks" section. (This is not to be confused with the extended remarks which appear in the Record and which are represented as having been spoken in debate.) This section includes entries by members for others to see which they do not want to present in speeches in either the House or Senate. The range of material which is printed here runs the gamut from a commencement address in the member's home district, obituaries and eulogies, to angry entries rapping the knuckles of some federal agency thought to be insensitive to the needs of the folks back home.

The last section of the *Congressional Record* is the "Daily Digest" which serves as a table of contents for the rest of the Record. It highlights major actions in the House and Senate chambers which are recorded in that day's issue, cites page numbers where the item can be found, lists all votes in each chamber, briefly describes committee meetings just concluded, and lists those scheduled for the next day. A small entry gives the time and date of the next meeting of each body as well as a short description of the agenda. An index gives the names of all members who have entered material in the "Extension of Remarks" section.

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[1] *Or more accurately, it is printed nightly and delivered each morning. It is this nocturnal printing process that probably accounts for some of the frequent typographical errors in the Record. Even with its flaws, the fact that so large a document could be printed between the time of the adjournment of Congress one evening and delivered early the next morning is a marvel.*

[2] *Because the Record is not entirely historically accurate, the official record of the House and Senate proceedings is not the* **Congressional Record**, *but rather the Journals of the two chambers. The Journals are mandated by the Constitution in Article I, Section 5, which states, "Each house shall keep a journal of its proceedings, and from time to time publish the same, excepting such parts as may in their judgment require secrecy; and the yeas and nays of the members of either house on any question, shall, at the desire of one-fifth of those present, be entered on the journal." The Journals have a very limited distribution, however. Should you wish to see one, all federal depository libraries receive a copy.*

Some publications promise you one thing and then deliver considerably less. The case of the *Congressional Record* is different; it promises one thing and delivers a great deal more. The Record is invaluable as a source of information on the daily occurrences in the Congress.

The *Congressional Record* is available as a mail subscription from the:

Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 783-3238

Payment of $45.00 should accompany the order.

Because members of Congress are allocated a limited number of subscriptions for the Record which they can send free of charge to constituents, readers might wish to check with their Senators or Representative to determine if one of them could furnish the Record free as a courtesy.

Directory of National Information Sources on Handicapping Conditions and Related Services

This publication from the Office of Handicapped Individuals contains abstracts on information and direct service providers; a few purely direct service providers are also included. The Directory attempts to identify and collect information on national level organizations which would respond to inquires from the general public or professionals. Only national contacts are listed, and they are responsible for referring inquiries to appropriate local counterparts. Organizations which serve only members are not included.

Due to the production expenses involved, the Office of Handicapped Individuals cannot make this Directory available to individuals, but will provide it free of charge to organizations and service providers. Anyone who believes he or she is eligible to receive the Directory should send a mailing label to the Clearinghouse on the Handicapped.

Federal Assistance for Programs Serving the Handicapped

The *Federal Assistance for Programs Serving the Handicapped* catalog describes selected federal programs and services which can benefit persons with handicaps. While most of the information which appears in the book is drawn from the larger *Catalog of Federal Domestic Assistance*, this handbook is smaller, easier to digest, and certainly less expensive.

Three types of federal programs are described in the catalog: those whose primary mission is to assist handicapped persons, those which designate a portion of their funds or services to handicapped individuals, and a few other generic federal programs which are sources of assistance to handicapped people. The catalog is addressed to all persons with handicapping conditions and, therefore, contains some material which has little application for people with developmental disabilities. The catalog is available free of charge if a mailing label is sent to:

Clearinghouse on the Handicapped
Office for Handicapped Individuals
Department of Health, Education, and Welfare
338-D South Portal
Washington, DC 20201

Federal Depository Libraries

Since 1895 the federal government has designated certain libraries across the country as special repositories for government documents for use by the public. Today, federal depository libraries number more than 1,200. Since it is often expensive or difficult to obtain a particular government publication, the depository libraries provide a useful service.

At least one library in each congressional district is designated as a federal depository library, and at least two libraries in every state are designated as regional depository libraries. The federal depository libraries select publications they want from a monthly Government Printing Office list of all government publications. Therefore, not all government publications can be found in every depository library. The regional depository libraries, however, must retain at least one copy of each government publication in print or on microfilm. The regional libraries can always be tapped as resources because they must provide interlibrary loan services, reference services, and assistance to the regular depository libraries.

To obtain a complete listing of the depository libraries, contact the:

Library Division
Government Printing Office
Washington, DC 20401

Federal Information Centers

The General Services Administration and the U.S. Civil Service Commission jointly maintain information centers throughout the country which answer questions about any aspect of the federal government and its services. The centers can be contacted by telephone, by letter, or in person. Should the center not be able to answer a question, it can put an inquirer in touch with the closest federal office which can answer the query. The centers provide information on topics as diverse as how to acquire surplus government property, where to find the nearest food stamp office, or how to get a new passport in an emergency. Occasionally the centers can also answer questions about a state or local government.

Although centers are not located in every city, free telephone tielines link many areas with the nearest center.

In order to obtain a list of all of the centers, their telephone numbers, addresses, and tielines, write to:

Federal Information Center
Room 5716
7th and D Sts., SW
Washington, DC 20405

Federal Register and Code of Federal Regulations

It is impossible for Congress to spell out in each law exactly how that law will be implemented. Laws dealing with very complex social, economic, and technical issues simply cannot address every minute question about the operation of that law following its passage. Therefore, the Executive Branch agency which is assigned to administer a law issues detailed regulations explaining procedures for implementation. These regulations have the force of law.

These regulations are published daily in the *Federal Register.* The Register also publishes proposed changes to existing regulations, or proposed new regulations. Each "Notice of Proposed Rulemaking" (NPRM) invites citizen participation and review. Persons who wish to comment on the newly proposed regulations are asked to submit written comments and information within a given period of time, or, occasionally, to testify at public meetings which are announced in the Register.

The Register is also a good source of information on upcoming grant awards. Most agencies publish announcements in the Register that they are seeking applications; and some, such as the Department of Health, Education, and Welfare, are required to publish these notices. The notices usually provide information on how much money is available for grants, as well as the average amount awarded per grant to help a potential applicant decide whether he or she should submit an application.

The *Federal Register* is published every day except Saturdays, Sundays, and holidays by the Office of the Federal Register in the National Archives and Records Service, which is part of the General Services Administration. Any Executive Branch agency (including the office of the Chief Executive) wishing to publicize legal notices, proposed or final regulations, or notices for grant applications submits the material to the Register for subsequent publication in a daily issue. The daily issues are indexed in a separate booklet so that citizens who either do not subscribe to the Register or see the Register infrequently can locate information.

Annually, the regulations from the past year's daily editions, as well as those from previous years which are still in force, are published in a multivolume set called the *Code of Federal Regulations* (CFR). The CFR is divided into 50 titles, each covering a broad subject area. The titles are subdivided into chapters, the chapters into parts, and the parts broken down into sections. CFR citations generally appear in an abbreviated form such as 45 CFR 907 which means Title 45, Section 907 of the *Code of Federal Regulations.*

The volumes of the CFR are revised and kept current at least once a year, but on a staggered schedule. The set of volumes is so large that revisions are issued quarterly, with one-fourth of the CFR undergoing review every three months. Each volume has a section called "Finding Aids" which explains how to use that volume as well as a page which gives the revision date of the volume. Additionally, there is a separate index for the entire CFR.

The difficulties which laypersons experience in using either the *Federal Register* or the *Code of Federal Regulations* are created primarily by the bureaucratic writing style, and the complex organization of the documents. For example, it is difficult to understand from the notations in the daily edition of the *Federal Register* just how that entry relates to the existing regulations published in the *Code of Federal Regulations.* It is also difficult to find out whether published regulations in the CFR have been amended by later rules. To help persons understand how to use these documents, the Office of the Federal Register conducts free classes in Washington, DC. They are open to the general public as well as to federal agency personnel. Briefings are also conducted annually in the main cities of the 10 standard federal regions. However, at the time of publication of this Guide, a complete schedule had not been drawn up for those sessions. Persons interested in obtaining the schedule of classes should write the Office of the Federal Register to ask to be notified of the next class to be held in their area. Inquiries should be directed to:

Federal Register Classes
Office of the Federal Register (NFE)
Washington, DC 10408

The *Federal Register* is available as a mail subscription from the:

Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 783-3238

A payment of $50.00 for a year's subscription should accompany the order.

The Government Printing Office also has available a booklet entitled *The Federal Register: What It is and How to Use It* which costs $2.30.

The *Code of Federal Regulations* is also available from the Government Printing Office. The complete set of its volumes is available as a subscription at a cost of $350.00 per year. Payment should accompany an order.

The 50 titles of the *Code of Federal Regulations* are contained in 140 volumes which can be purchased individually. If you do not wish to spend $350.00 to purchase an entire set each year, the individual volumes can be purchased separately. In order to find out which title you want, the *Code of Federal Regulations Index*, a small book which lists all titles and parts, can be ordered from the GPO. The 1977 edition of the Index is scheduled for publication concurrently with this Guide. No price for the Index can be determined until publication.

General Accounting Office Reports

The General Accounting Office (GAO) is the auditing and analysis arm of the Congress. The GAO carries out the congressional responsibility for determining whether federal agencies are complying with the law, and investigating whether the activities are being accomplished economically. The GAO provides objective information together with an analysis of alternatives so that Congress can make informed decisions.

The GAO reveals the findings of its audits and investigations primarily in the form of written reports which can be quite useful to persons who serve people who are developmentally disabled. Examples of such reports include a recent GAO evaluation of what the federal government is doing to return the disabled persons to the community through deinstitutionalization efforts, and a GAO study of federal government efforts to remove architectural barriers.

Nearly all major GAO reports are published for general distribution following their submission to the congressional member or committee that requested the study. They are quite easy to obtain and are also easy to read and understand. Each report begins with a simple synopsis followed by the full report. In addition to complete studies, the GAO occasionally writes a letter to answer a congressional request which is appropriately called a "letter report."

A free monthly notice of all reports and letter reports, called the "Monthly List of GAO Reports," is available if you write and request to be placed on the distribution list. The address is:

General Accounting Office
441 G St., NW
Room 4522
Distribution Section
Washington, DC 20548
(202) 275-5081

Each monthly notice contains instructions for ordering reports listed. There is no charge for reports furnished to members of Congress and congressional committees. Officials of federal, state, and local governments can receive up to 10 copies of any report free of charge. Members of the press, college libraries, faculty members, students, and nonprofit organizations can receive up to two copies of any report free of charge. For all others, the charge for GAO reports is $1.00 per copy. Letter reports are furnished free of charge to anyone.

Government Printing Office Information Services

The Government Printing Office (GPO) is the nation's largest bookstore. It prints thousands of publications per year, from recipe books to public laws; some are available free of charge and some are for sale. The major difficulty in making use of the vast printed resources of the GPO lies in finding out just what is available.

The "Monthly Catalog of U.S. Government Publications" lists the approximately 1,500 to 3,000 new publications made available each month. This subscription service costs $45.00 per year. A less complete but free list of new publications is the "Selected U.S. Government Publications." You can request from the GPO that your name be added to the distribution list for this pamphlet. This free circular is issued 10 times a year and lists about 150 to 200 new publications per month.

In addition to the subscription services, the GPO has grouped its publications into selected subject bibliographies which are furnished free. For example, if you want to know the GPO publications in the areas of adult education, day care, or handicapped persons, the GPO will send you bibliography of its publications for these subjects. To find out which subjects are covered by bibliographies, write to the GPO and ask for a free pamphlet entitled "Consumers Guide to Federal Publications" which describes GPO activities briefly and lists all areas in which free bibliographies of titles and price lists are available. The pamphlet also lists locations of GPO bookstores in major cities as well as other sources of published material produced by federal government agencies.

The GPO maintains bookstores in 20 cities across the country.[1] Even if one of the stores is accessible to you, it is still wise to explore the lists of available GPO publications since a single bookstore can display only a fraction of the GPO's immense printed resources.

To request either "Selected U.S. Government Publications" or the "Consumers Guide to Federal Publications," write to the:

Government Printing Office
Superintendent of Documents
Washington, DC 20402

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[1] *Stores are located in Atlanta, Birmingham, Boston, Chicago, Cleveland, Columbus, Dallas, Denver, Detroit, Houston, Jacksonville, Kansas City, Los Angeles, Milwaukee, New York, Philadelphia, Pueblo, San Francisco, Seattle, and Washington, DC.*

Government Reports from Private Organizations

The following publications do not match the definition of federal references per se. They are published by nongovernmental organizations concerned with the developmentally disabled, but are by no means the only publications with information on developmental disabilities.

These newsletters give the most current information about governmental activities which affect or could affect persons with developmental disabilities such as proposed legislation or legislative activity in Congress, federal agency action on regulations, administrative policy decisions, and other Capitol Hill insights.

The National Association for Retarded Citizens distributes free its monthly *Government Report* to officials and state and local units of the organization. The Report is available to others for an annual subscription rate of $15.00 from:

National Association of Retarded Citizens
2709 Avenue E East
Arlington, TX 76011
atten: *Government Report*

Word from Washington is jointly prepared and published monthly by United Cerebral Palsy Associations, Inc., Epilepsy Foundation of America, and the National Society for Autistic Children, Inc. All affiliates receive complimentary copies. Anyone can receive this newsletter at no cost by contacting:

United Cerebral Palsy Associations, Inc.
Suite 141, Chester Arthur Bldg.
425 I St., NW
Washington, DC 20001

Epilepsy Foundation of America
Suite 406
1828 L St., NW
Washington, DC 20036

National Society for Autistic Children, Inc.
Washington Office
2808 Federal Lane
Bowie, MD 20715

Capitol Capsule is produced monthly by the National Association of Coordinators of State Programs for the Mentally Retarded, Inc. An annual subscription at a cost of $15.00 can be ordered from:

National Association of Coordinators of State
Programs for the Mentally Retarded, Inc.
2001 Jefferson Davis Hwy
Suite 806
Arlington, VA 22202

United States Code

The *United States Code* contains the federal laws of the United States presently in force. It comes in a number of volumes and is systematically arranged by functional topics. The Code consists of 50 "titles," each related to one functional topic. For example, Title 38 of the Code contains all laws which pertain to veterans' benefits, while Title 42, called "Public Health and Welfare," systematically lists all laws which relate to the health or welfare of the general public. In turn, those titles are divided into sections, and the sections further subdivided into subsections. A citation from the Code generally appears in an abbreviated form such as 42 USC 1437f. This directs the reader to look up Title 42, Section 1437, Subsection f of the *United States Code*. The latest edition of the Code, which was published in 1970, contains 50 titles in 11 volumes. Those volumes are accompanied by a four-volume index to help the reader find his or her way through the Code.

In accordance with law, a new edition of the Code is published every five or six years by the Law Revision Council of the House of Representatives. After some delays including a new effort to put the Code on computer tape, the 1976 edition is soon to be published. Every year from now until an entirely new edition is published, a supplement to update the Code will be made available.

There is no reason for most private citizens to own a copy of the Code. It can be found at almost all public libraries.

Public laws are also printed in places other than the *United States Code*. Laws are printed individually under a public law number shortly after they have been passed. In this form they are called "slip laws."

A law is identified by both a short title and a number. The number has two initial digits, followed by a hyphen, and then another number containing up to three digits. The first digits of a public law number indicate the Congress in which it was passed, and the number following the hyphen indicates the order in which it was enacted during that Congress. Therefore, Public Law 94-378 is a law passed during the 94th Congress, and was the 378th bill to be enacted.

Copies of slip laws can be most easily and inexpensively obtained by requesting them from a district or state congressional office. Requests for copies of public laws (or for copies of bills, reports, hearing records, or other congressional documents) can be sent to a member of Congress by writing to the United States Senate, Washington, DC 20510, or the United States House of Representatives, Washington, DC 20515.

The Document Rooms of the Senate and House of Representatives also mail up to three copies of any slip law if the supply is sufficient. Requests, accompanied by the public law number and a self-addressed, gummed lable, can be directed to:

Document Room
U.S. House of Representatives
Room H-222 Capitol
Washington, DC 20515

or

Document Room
U.S. Senate
Room S-325 Capitol
Washington, DC 20510

If all else fails, copies of slip laws can be purchased from the Government Printing Office. Prices vary according to the size of the document. Inquiries, accompanied by the public law number, can be directed to:

Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 783-3238

The *United States Statutes at Large* are volumes which contain public laws. This collection is prepared by the General Services Administration and is a chronological arrangement of laws in the order in which they were enacted. There is no attempt, as there is in the *United States Code,* to arrange them by subject matter, or to show the present status of an earlier law that has been amended. Because the Statutes at Large did not begin with the first Congress, they do not correspond to the number of the Congress. For example, the volume containing the laws passed during the first session of the 92nd Congress is not number 92, but number 85. A citation from the Statutes at Large appears as: 81 Stat. 341. The citation directs the reader to look in the 81st volume of the Statutes on page 341.

Another printed source of public laws is the *United States Code Annotated.* It is a privately published document containing the material in the *United States Code* as published by the Government Printing Office with additional notations of the court cases that relate to the laws.

When the 1976 edition becomes available, the *United States Code* can be ordered from the:

Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 783-3238

At the time of publication of this Guide, no price had been established either for the entire Code or for its individual volumes.

United States Government Manual

The *United States Government Manual* is published yearly by the Office of the Federal Register in the General Services Administration (GSA). This publication describes each of the three branches of the federal government, listing the major agencies and departments. Information is organized in the following order:

1. Legislative Branch
2. Judicial Branch
3. Executive Branch
   - Executive Office of the President and White House offices
   - departments
   - agencies which are not components of departments
   - boards, committees, and commissions which are not components of departments
4. quasi-official agencies
5. selected international organizations

The Manual provides simple, concise descriptions of the activities and purposes of governmental units, as well as a listing of their chief personnel, addresses, and telephone numbers. By examining the organization of the book, you can tell where each agency, board, or department fits into the whole scheme of government.

The book also contains lists of abbreviations and acronyms, maps of standard federal regions, organizational charts, and small sections on how to find and use other types of government information services. The Manual also prints a very helpful list of, generally, toll-free telephone numbers across the country where callers can obtain information about federal government services.

Orders for the Manual should be directed to:

Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 783-3238

A payment of $6.50 should accompany the order. In addition, the Manual is available in GPO bookstores.

Glossary[1]

This glossary of terms is not intended to be an exhaustive list of all the language intrinsic to the field of developmental disabilities. The terms defined here appear in the narrative chapters and program descriptions in this Guide, or are part of the parlance of the federal government and therefore are words with which you should be acquainted. These terms are followed by an asterisk when they appear in the text.*

A-95 Review Process: a formal review process established by the Office of Management and Budget Circular No. A-95 to promote coordination of federal and federally assisted programs by permitting state and local governments to review and comment in writing on applications for federal assistance. Applications which have potential impact on state, area, and local plans and programs are reviewed; the review process is conducted by an office, usually called a clearinghouse, which has methods for involving citizens and private groups in the review and comment process. The review is mandatory for many programs, but the A-95 recommendations are advisory only.

act: 1) the term for legislation which has passed both houses of Congress and has either been approved by the President or passed over his veto, thereby becoming law; or 2) technically, a bill which has passed one house of Congress.

affirmative action: a process for assuring equal opportunity and nondiscrimination by an employer and/or a program provider to ensure equal access to employment and program services. This must be accomplished by making suitable accommodations and modifications in response to the needs of individuals or groups of individuals such as the developmentally disabled.

after-care: services provided to a client following a period of hospitalization or "crisis care" to improve the client's adjustment in the community and to avoid future hospitalization.

allotment: a share of money.

appropriations bill: legislation which provides a specific amount of money for purposes approved by authorization bills. Appropriations do not necessarily equal the total allowed by the authorizating legislation.

authorization bill: legislation which establishes or continues a federal program, specifies its general goals and conduct, and usually sets a ceiling on the amount of money which can be spent for it.

bill: the most common type of legislative proposal before Congress. Bills are designated as "H.R." if they originate in the U.S. House of Representatives, and as "S." if they originate in the U.S. Senate, and are followed by a number which indicates the order in which the bill was introduced.

capital expenditure: funds spent to buy or build facilities or equipment or to make improvements to facilities or equipment.

capital grant: grants which provide money for the purchase or improvement of facilities or equipment.

cash contributions: a grantee's cash outlay for the performance of a project. This money can include funds contributed to the grantee by third parties, i.e., public agencies, institutions, private organizations, and individuals.

categorical program: a program which by definition serves a specific purpose or population.

committee (of Congress): a subdivision of the House of Representatives or the Senate which studies and prepares legislation for action in either chamber, or makes investigations. Most congressional committees are divided into subcommittees.

community residential care: services provided to a developmentally disabled person in noninstitutional settings; these facilities might take the form of group homes, hostels, half-way houses, or intermediate care facilities.

deeming: the consideration of other persons' incomes and assets when determining the financial eligibility of an applicant for public assistance or similar programs. Not all programs require deeming when determining eligibility.

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[1] The authors wish to express their appreciation to the Developmental Disabilities/Technical Assistance System and to the Congressional Quarterly Inc., whose publications provided assistance in the preparation of definitions for this glossary.

deinstitutionalization: the movement of individuals currently served in institutions to more appropriate community residential settings, and the prevention of inappropriate placement in institutions.

delivery system: the combination and coordination of services which are provided to clients.

denial: the refusal to deliver a program's benefits or services to an applicant. A formal appeals process can follow denial decisions.

designated state agency (also single state agency): the agency of a state government which is chosen to operate a program within that state.

DDO—Developmental Disabilities Office: a component of the new Administration for Handicapped Individuals, Department of Health, Education, and Welfare.

diagnostic services: services which include, but are not limited to, psychological, social, medical, and other services necessary to identify the presence of a developmental disability, its cause, and complications, and to determine the extent to which the disability limits or is likely to limit an individual's daily living and work activities.

domiciliary care: provision of an away-from-home residence to a developmentally disabled person requiring constant supervision.

earmarking: the notation in a bill or in a report which accompanies a bill which sets a minimum or maximum amount of money to be solely dedicated to and spent for a specific purpose.

environmental impact statement: a document which assesses the effect on the environmental setting of a program or project.

et seq.: et sequens, translated "and the following." When used in connection with a reference to the *United States Code*, it directs the reader to look at the sections of law which immediately follow the one listed in the citation.

expenditure: the actual spending of money as distinguished from the appropriation of it. Money is appropriated by a legislative body; expenditures are disbursed by an executive branch of government.

extended care: prolonged or continued care, supervision, protection, custody, etc., of an individual.

fair hearing: a process in which an individual presents a complaint or appeals a decision (especially a decision to deny, suspend, or terminate benefits to which the individual believes she or he is entitled) which conforms to the due process and equal protection requirements of the Constitution with regard to: right to adequacy of notices; right to counsel or other representation; right to hearing before an impartial hearings officer, body, or judge; right to present evidence, subpoena witnesses, cross-examine witnesses, and have access to and use of records and documents.

fair market rent (FMR): the price which is determined to be fair for people to pay for rental housing in their area.

fiscal penalty: the withholding of funds which the federal government would otherwise provide to a state or local government. This type of penalty is usually the result of the recipient government's refusal to comply with provisions of the federal regulations.

FY—fiscal year: the 12-month budget cycle. At the federal level the fiscal year runs from October 1 to September 30.

follow-along services: establishment and maintenance of a counseling relationship for an extended period of time with developmentally disabled individuals and their families for the purpose of assuring that anticipated changes in needs and/or needs arising from crisis are recognized and appropriately met.

funding ceiling: the maximum amount of money, or the upper limit, which can be appropriated for a program.

generic service programs: programs which meet the need of or are available to a broad population.

grant: financial assistance to carry out a project which is based on an approved program plan and budget. Some words which indicate stages in the life of grants are:

- ***new:*** the initial grant made in support of a project requested on an application.
- ***continuation (noncompeting):*** a grant which provides support for a budget after the first budget period and during the approved project period.

supplemental: an additional award to support activities carried on in a currently funded budget period.

competing extension: a grant to continue a project beyond the project period and based on successful competition with other projects.

grantee: the agency, institution, organization, or individual which receives an award, and is accountable to the federal government for all project funds, noncash contributions to the project, and the performance of the supported activity.

guidelines: clarifications of the fine points of regulations which agencies may choose to issue. They are less formal than regulations and can be changed at any time at the discretion of the administering agency.

habilitation: development of skills and abilities.

habilitative or habilitation plan: an individual program plan (IPP) for the development of the skills and abilities of a person. The IPP should be developed jointly by the individual beneficiary and the provider of a service. The plan should outline the services to be received, the duration of time involved, the expected outcome, and a method for evaluating progress.

hold-harmless provisions: a condition in the law that governs some formula grants which prevents, for a specified period of time, the financial harm to a recipient that could be caused by legislative activity or other causes.

H.R.#: the identifying number of a bill which originated in the U.S. House of Representatives.

in-kind matching contributions: the value of contributions donated to a service provider by other public agencies, institutions, private organizations, or individuals. In-kind contributions may consist of charges for real property and equipment and the value of goods and services (including the value of volunteer services) directly benefiting the program and directly connected to it.

innovation grant: a grant awarded to explore new or experimental solutions to problems.

interdisciplinary team: a team of professionals representing a variety of disciplines (e.g., pediatrics, social work, vocational rehabilitation, etc.) which provides services to persons with developmental disabilities. One member of the team coordinates team efforts.

intermediate care: intermediate care facilities for the mentally retarded or persons with related conditions: a residential facility (or distinct part thereof) primarily for the diagnosis, treatment, or rehabilitation of the mentally retarded or persons with related conditions which provides, in a protected residential setting, individualized ongoing evaluation, planning, 24-hour supervision, coordination, and integration of health or rehabilitative services to help each individual reach his or her maximum functioning capabilities.

local government: a unit of government including 1) a county, municipality, city, town, township, school district, council of governments, or other regional or interstate government entity, or 2) any agency or instrumentality of local government exclusive of institutions of higher education and hospitals.

match or matching share: the portion of allowable program costs not borne by the federal government. Often the law which establishes a program also sets a formula or percentage of the total program cost which must be contributed from other sources.

means test: the examination of a person's resources, assets, and income to determine if he or she is eligible to receive the benefits of a program.

noncompliance: instances in which programs fail to comply with statutory regulations that govern the program.

nonprofit organization: an organization no part of whose net earnings (after salaries) may lawfully benefit any shareholder or individual.

normalization: a philosophy of providing services to the developmentally disabled which promotes a daily routine of work, education, recreation, and homelife as much as possible like that of the rest of the community, including community living and access to community resources.

ombudsman: strictly defined, this term applies to a government official who assists citizens by investigating their complaints against the government. An ombudsman may be any person who acts as a liaison, assisting persons in dealing with an agency of government.

P&A—protection and advocacy: programs or services in which agencies or individuals act on behalf of the interests of other individuals or groups.

pilot project: a project which serves as a tentative model for future experiment or development.

poverty level (federal): the income level at which a family's gross annual income is considered by the federal government to be lower than the level at which self-support can be maintained.

prime sponsor: a unit of government, agency, or organization that has been designated to receive funds that can delegate all or a portion of its responsibilities to another unit of government, agency, or organization.

prior approval: written permission obtained from an authorized federal government official in advance of an action which would result in either the obligation or expenditure of funds, or the performance of an activity under the grant-supported project.

project: an activity supported by federal funds and any required matching contribution in accordance with program legislation which permits the granting office to exercise judgment in approving the project, the project period, the grantee, and the amount of the award. The term does not include activities supported by formula grants awarded to states having statutory entitlement to funds. Projects may be classified in several ways. A few commonly used designations include:

demonstration project: a project to establish or demonstrate the feasibility of new methods or new types of services.

research project: a project to develop new knowledge or to evaluate existing knowledge in new settings.

service project: a project to support the cost of developing, organizing, establishing, providing, or expanding the delivery of services.

training project: a project to support the increase in number of personnel trained in techniques pertinent to the delivery of services or to the performance of functions necessary to the development of such services.

project costs: all allowable costs (delineated in subpart Q of 45 CFR 74) incurred by a grantee in accomplishing the objectives of a project during the project period.

Public Law (P.L.#): an act of Congress which has been signed by the President or passed over his veto and has general application. Laws are listed both numerically and sequentially, so that P.L. 94-142 indicates that it was the 142nd public bill to be enacted and signed into law during the 94th Congress.

P.L. 94-142: The Education of All Handicapped Children Act.

regulations: detailed explanations issued by a federal agency of how a law will be put into effect and enforced. Regulations have the force of law.

rehabilitation: the process of improving or reestablishing an individual's skill or level of adjustment by increasing the ability to maintain a maximum level of independent functioning such as self-care and employment.

report: *n.* a document which a committee of Congress creates to accompany a bill which the committee has sent to either the Senate or House of Representatives for passage. It explains the contents of the bill and gives reasons for the committee's action. A House of Representatives report is designated "H. Report" plus a number; Senate reports are designated "S. Report" plus a number.
v. an action in which a committee of Congress "reports," or comments on and sends, a bill to the Senate or the House of Representatives.

RFP—request for proposal: an announcement of contracting opportunities by an agency.

residential facility: a public or private facility offering room and board which may include short-term, long-term, diagnostic, or special programs.

respite care: temporary care to relieve parents of the full-time responsibilities of caring for handicapped children in or outside of the home or other regular living situation for short, specified periods of time on a regular or intermittent basis. Other services are provided as needed on an individual basis for the purpose of meeting planned or emergency needs; restoring or maintaining a family's physical or mental well-being; and initiating training procedures in or outside of the home.

revenue sharing: a federal program established by the State and Local Assistance Act of 1972 and amended and extended in 1976 in which the federal government provides general financial assistance according to a distribution formula to state and local governments.

satellite center: an entity associated with one or more university affiliated facilities which functions as a community or regional extension in the delivery of training, services, and programs to the developmentally disabled, their families, and service providers.

Section 504: this can refer to two sections of federal law which can assist persons with developmental disabilities. Generally, "Section 504" is used to refer to the section in Title V of the Vocational Rehabilitation Act of 1973 (P.L. 93-112) which states that no qualified handicapped individual shall, on the basis of handicap, be excluded from, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. The other Section 504 which has meaning for developmentally disabled persons is Section 504 of Title V of the Social Security Act which grants allotments to states for crippled children's services.

seed funds: monies used to generate additional funds or to help get programs started. Often these are matching public or private funds (for example, state matching funds under Title XX or funds from the state developmental disabilities council). Some persons equate seed funds with start-up funds.

S.#: the identifying number of a bill which originated in the U.S. Senate.

service contract (purchase of service contract): a contract in which one party agrees to deliver services for the other party of the contract. For example, the state Title XX agency could enter into a purchase of service contract with a local sheltered workshop. The sheltered workshop would be paid to provide services to persons eligible under Title XX.

service provider: a vendor who provides a service and is reimbursed afterwards, or a person or organization paid in advance to provide a service.

sheltered employment services: provision of a structured program of activities involving work evaluation, work adjustment, occupational skill training and paid part-time or full-time employment for those who cannot be readily absorbed into the labor market because of severe disability. Such services may be provided in a workshop or in the developmentally disabled individual's place of residence.

slip law: the first official publication of a new law as a separate unbound pamphlet.

special living arrangements: provision of living quarters for persons who need a minimum degree of supervision which must include at least counseling and leisure-time activities provided for developmentally disabled persons who can leave the place of residence for work, recreation, or other reasons.

spend down: the adjustment of a person's income or assets to allow him or her to be within the financial eligibility limits to qualify for a particular program. The income can be "adjusted" in several ways: a program can disregard an individual's assets; individuals can divest themselves of income or assets over the program's limits; or, as in Medicaid, an individual can pay the difference between his or her six-month income and the state's highest financial limit for eligibility to receive full medical benefits.

start-up funds: monies to help initiate a program by paying some of the first expenses for it. The funds can be federal seed dollars or nonreimbursable funds from a nonfederal source.

technical assistance: the provision of information, expertise, counseling, or advisory services to a recipient. Technical assistance does not involve giving financial aid to a recipient.

National Organizations

On this page are the national offices and the governmental affairs offices of the four voluntary organizations representing each of the developmental disabilities defined in the Developmentally Disabled Assistance and Bill of Rights Act (Public Law 94-103) and the national organization representing state developmental disabilities councils.

Epilepsy Foundation of America (EFA)
Headquarters:
1828 L St., NW
Washington, DC 20036
(202) 293-2930
Governmental Affairs:
William McLin
(address same as above)

National Association for Retarded Citizens (NARC)
Headquarters:
2709 Avenue E East
P.O. Box 6109
Arlington, TX 76011
(817) 261-4961
Governmental Affairs:
Paul Marchand
1522 K St., NW, Suite 516
Washington, DC 20005
(202) 785-3388

National Society for Autistic Children, Inc. (NSAC)
Headquarters:
169 Tampa Ave.
Albany, NY 12208
(518) 489-7375
Committee on National Affairs:
Dick Nacewicz
2808 Federal Lane
Bowie, MD 20715
(301) 262-9197

United Cerebral Palsy Associations, Inc. (UCPA)
Headquarters:
66 E. 34th St.
New York, NY 10016
(212) 889-6655
Governmental Affairs:
E. Clarke Ross
425 I St., NW
Washington, DC 20001
(202) 638-6169

National Conference on Developmental Disabilities (NCDD)
President:
James McDonald Watson, M.D.
P.O. Box 10537
Portland, OR 97210
(503) 229-7407

National Advocacy Organizations

This list of national advocacy organizations is not meant to be comprehensive, but rather includes some of the prominent organizations whose efforts focus on improving the quality of life for disabled people.

Voluntary

American Association of Mental Deficiency
5101 Wisconsin Ave., NW, Suite 405
Washington, DC 20016
(202) 686-5400

American Association of University Affiliated Programs (AAUAP)
2033 M St., NW, Suite 406
Washington, DC 20036
(202) 333-7880

American Coalition of Citizens with Disabilities (ACCD)
1346 Connecticut Ave.
Washington, DC 20036
(202) 785-4265

Closer Look
Box 1492
Washington, DC 20013
(202) 833-4163

Council for Exceptional Children
1920 Association Drive
Reston, VA 22091
(703) 620-3660

Council for State Administrators of Vocational Rehabilitation
1522 K St., NW, Suite 610
Washington, DC 20005
(202) 638-4634

Disability Rights Center
1346 Connecticut Ave., NW
Washington, DC 20036
(202) 223-3304

National Association of Coordinators of State Programs for the Mentally Retarded
2001 Jefferson Davis Hwy, Suite 1010
Arlington, VA 22202
(703) 920-0700

National Association of Private Residential Facilities for the Mentally Retarded
6269 Leesburg Pike, Suite B-5
Falls Church, VA 22044
(703) 536-3311

National Center for a Barrier Free Environment
Information Clearinghouse
11811 Riders La.
Reston, VA 22091
(703) 620-2731

National Easter Seal Society
1435 G St., NW, Suite 1032
Washington, DC 20005
(202) 347-3066

Governmental

Architectural and Transportation Barriers Compliance Board (ATBCB)
Office of Public Information
Washington, DC 20201
(202) 245-1591

National Advisory Council on Services and Facilities for the Developmentally Disabled
330 C St., SW
Switzer Bldg., Rm 3070
Washington, DC 20201
(202) 245-0335

President's Commission on Mental Health
The White House
Washington, DC 20500
(202) 456-7100

President's Committee on Employment of the Handicapped
1111 20th St., NW
Washington, DC 20036
(202) 653-5044

President's Committee on Mental Retardation
Regional Office Bldg.
7th and D St., SW
Washington, DC 20201
(202) 245-7596

Federal Regional Offices and Developmental Disabilities State Agencies and Voluntary Organizations

The following pages are organized by state and territory and contain addresses and telephone numbers of the federal regional and area offices referenced in this Guide, the developmental disabilities state agency, and the state office or contact for each of the voluntary organizations representing the developmental disabilities.

Alabama

Federal Agency Regional Offices

ACTION Region IV
730 Peachtree St., NE
Room #895
Atlanta, GA 30308
(404) 526-3337

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303
(404) 526-4405

Civil Service Commission
1340 Spring St., NW
Atlanta, GA 30309
(404) 526-2436

Community Services Administration
730 Peachtree St., NE
Atlanta, GA 30308
(404) 526-3172

Food and Nutrition Service
1100 Spring St., NW, Rm 200
Atlanta, GA 30309
(404) 526-5259

General Services Administration
Business Service Center
1776 Peachtree St., NW
Atlanta, GA 30309
(404) 526-5661

Department of Health, Education, and Welfare
50 Seventh Ave., NE
Atlanta, GA 30323
(404) 285-3524

Department of Housing and Urban Development
Room 211, Pershing Point Plaza
1371 Peachtree St., NE
Atlanta, GA 30309
(404) 526-5585

HUD Birmingham Area Office
Dainel Bldg.
15 South 20th St.
Birmingham, AL 35233
(205) 325-3264

Employment and Training Administration
1371 Peachtree St., NE #405
Atlanta, GA 30309
(404) 881-4411

Urban Mass Transportation Administration
1720 Peachtree Rd., NW
Suite 501
Atlanta, GA 30309
(404) 881-3948

Developmental Disabilities State Agency

Alabama Department of Mental Health
502 Washington St.
Montgomery, AL 36130

Epilepsy Foundation of America

Alabama Council on Epilepsy, Inc.
712 Massey Bldg.
Birmingham, AL 35203

Association for Retarded Citizens

Alabama ARC
4301 Norman Bridge Rd.
Montgomery, AL 36105

United Cerebral Palsy, Inc.

UCP of Alabama, Inc.
P.O. Box 11261
Birmingham, AL 35200

National Society for Autistic Children, Inc.

Contact:
Mr. Ronald Joyce
209 Bellingrath
Huntsville, AL 35802

Alaska

Federal Agency Regional Offices

ACTION Region X
1601 Second Ave.
Seattle, WA 98101
(206) 442-4810

Bureau of Outdoor Recreation
Regional Director
915 Second Ave., Rm 990
Seattle, WA 98174
(206) 442-4706

Civil Service Commission
Federal Bldg. 26th Floor
915 Second Ave.
Seattle, WA 98104
(206) 442-7536

Community Services Administration
Arcade Plaza Bldg.
1321 2nd Ave.
Seattle, WA 98101
(206) 442-4957

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
GSA Center
Aubun, WA 98002
(206) 442-5556

Department of Health, Education, and Welfare
Arcade Plaza Bldg.
1321 Second Ave.
Seattle, WA 98101
(206) 442-1290

Department of Housing and Urban Development
Arcade Plaza Bldg.
1321 Second Ave.
Seattle, WA 98101
(206) 442-5414

HUD Seattle Area Office (includes Alaska)
Arcade Plaza Bldg.
1321 Second Ave., Stop 409
Seattle, WA 98101
(206) 442-7456

Employment and Training Administration
Federal Bldg. Rm 1145
909 First Ave.
Seattle, WA 98174
(206) 442-5570

Urban Mass Transportation Administration
Federal Bldg., Suite 3106
915 Second Ave.
Seattle, WA 98174
(206) 442-4210

Developmental Disabilities State Agency

Developmental Disabilities
Division of Mental Health
Department of Health and Social Services
Pouch H-04B
Juneau, AK 99801
0-465-3372

Epilepsy Foundation of America

Anchorage Area Epilepsy Society
P.O. Box 4-2933
Anchorage, AK 99509

Association for Retarded Citizens

Alaska ARC
2256 St. Elias Dr.
Anchorage, AK 99503

United Cerebral Palsy, Inc.

Western District Office of UCPA
(415) 348-1324

Arizona

Federal Agency Regional Offices

ACTION Region IX
100 McAllister St., Rm 2400
San Francisco, CA 94102
(415) 556-2092

Bureau of Outdoor Recreation
Regional Director
Box 36062
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0182

Civil Service Commission
Federal Bldg. Box 36010
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0581

Community Services Administration
45 Golden Gate Ave.
Box 36008
San Francisco, CA 94102
(415) 556-5400

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
525 Market St.
San Francisco, CA 94105
(415) 556-0877

Department of Health, Education, and Welfare
Federal Office Bldg.
50 Fulton St.
San Francisco, CA 94102
(415) 556-4447

Department of Housing and Urban Development
450 Golden Gate Ave.
P.O. Box 36003
San Francisco, CA 94102
(415) 556-4752

  HUD Los Angeles Area Office (includes Arizona)
  2500 Wilshire Blvd.
  Los Angeles, CA 90057
  (213) 688-5973

Employment and Training Administration
Federal Bldg., P.O. Box 36084
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-7414

Urban Mass Transportation Administration
Suite 620
Two Embarcadero Center
San Francisco, CA 94111
(415) 556-2884

Developmental Disabilities State Agency

Bureau of Mental Retardation
Arizona Department of Economic Security
P.O. Box 1623
Phoenix, AZ 85005

Epilepsy Foundation of America

Central Arizona Epilepsy Society
4603 N. 16th St., Suite 6C
Phoenix, AZ 85016

Association for Retarded Citizens

Arizona ARC
5610 South Central
Phoenix, AZ 85040

United Cerebral Palsy, Inc.

UCP of Arizona
2904 E. Roosevelt St.
Phoenix, AZ 85008

National Society for Autistic Children, Inc.

Contact:
Ms. Carlene Armstrong
15032 N. 24th Pl.
Phoenix, AZ 85032

Arkansas

Federal Agency Regional Offices

ACTION Region VI
212 North St. Paul St.
Dallas, TX 75201
(214) 749-1361

Bureau of Outdoor Recreation
Regional Director
5000 Marble Ave., NE
Albuquerque, NM 87110
(505) 766-3515

Civil Service Commission
1100 Commerce St.
Dallas, TX 75202
(214) 749-3352

Community Services Administration
1200 Main Tower, M-100
Dallas, TX 75202
(214) 749-1301

Food and Nutrition Service
1100 Commerce St., Rm 5-A-16
Dallas, TX 75242
(214) 749-7106

General Services Administration
Business Service Center
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3284

Department of Health, Education, and Welfare
1200 Main Tower
Dallas, TX 75202
(214) 655-3258

Department of Housing and Urban Development
Rm 14C2, Earle Cabell Federal Bldg.
U.S. Courthouse
Dallas, TX 75242
(214) 749-7401

HUD Little Rock Area Office
Union National Bank Bldg.
One Union National Plaza
Little Rock, AR 72201
(501) 378-5401

Employment and Training Administration
Room 317
555 Griffin Sq. Bldg.
Dallas, TX 75202
(214) 749-2841

Urban Mass Transportation Administration
Suite 9A32
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3787

Developmental Disabilities State Agency

Department of Social and Rehabilitative Services
Suite 300
Professional Bldg.
18th and Maple Sts.
North Little Rock, AR 72114

Epilepsy Foundation of America

Contact:
Dr. Herman Flanigin
University of Arkansas
Medical Center
Department of Neurosurgery
4301 Markham Lane
Little Rock, AR 72201

Association for Retarded Citizens

Arkansas ARC
Fausett Plaza, Suite 410
Univ. at Markham
Little Rock, AR 72205

United Cerebral Palsy, Inc.

UCP of Arkansas, Inc.
1607 South Main
Little Rock, AR 72206

National Society for Autistic Children, Inc.

Contact:
Ms. Carole Sherman
450 Midland
Little Rock, AR 72205

California

Federal Agency Regional Offices

ACTION Region IX
100 McAllister St., Rm 2400
San Francisco, CA 94102
(415) 556-2092

Bureau of Outdoor Recreation
Regional Director
Box 36062
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0182

Civil Service Commission
Federal Bldg. Box 36010
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0581

Community Services Administration
450 Golden Gate Ave.
Box 36008
San Francisco, CA 94102
(415) 556-5400

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
525 Market St.
San Francisco, CA 94105
(415) 556-0877

Department of Health, Education, and Welfare
Federal Office Bldg.
50 Fulton St.
San Francisco, CA 94102
(415) 556-4447

Department of Housing and Urban Development
450 Golden Gate Ave.
Box 36003
San Francisco, CA 94102
(415) 556-4752

HUD San Francisco Area Office
(northern California)
Suite 1600, 1 Embarcadero Center
San Francisco, CA 94111
(415) 556-2238

HUD Los Angeles Area Office
(southern California)
2500 Wilshire Blvd.
Los Angeles, CA 90057
(213) 688-5973

Employment and Training Administration
Federal Bldg., Box 36084
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-7414

Urban Mass Transportation Administration
Suite 620
Two Embarcadero Center
San Francisco, CA 94111
(415) 556-2884

Developmental Disabilities State Agency

California Department of Health
Program Development Section
744 P St.
Sacramento, CA 95814

Epilepsy Foundation of America

California Epilepsy Society
5665 N. Las Virgenes Rd.
Calabasas, CA 91302

Association for Retarded Citizens

California ARC
1225 Eighth St., Suite 312
Sacramento, CA 95814

United Cerebral Palsy, Inc.

UCP of California
120 North El Camino Real
San Mateo, CA 94401

National Society for Autistic Children, Inc.

Contact:
Ms. Dorothy Miller
15 Chenin Pl.
Pleasant Hill, CA 94523

300

Colorado

Federal Agency Regional Offices

ACTION Region VIII
514 Prudential Plaza Bldg.
1050 17th St.
Denver, CO 80202
(303) 837-2671

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
Building 20
Denver Federal Center
Denver, CO 80225
(303) 234-2023

Community Services Administration
Federal Bldg.
1961 Stout St., 12031
Denver, CO 80202
(303) 837-4488

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
Building 41
Denver Federal Center
Denver, CO 80225
(303) 234-2216

Department of Health, Education, and Welfare
Federal Office Bldg.
19th and Stout Sts.
Denver, CO 80202
(303) 837-2831

Department of Housing and Urban Development
Executive Tower
1405 Curtis St.
Denver, CO 80202
(303) 837-4513

Employment and Training Administration
1961 Stout St.
Denver, CO 80294
(303) 837-3031

Urban Mass Transportation Administration
Suite 1822, Prudential Plaza
1050 17th St.
Denver, CO 80202
(303) 837-3243

Developmental Disabilities State Agency

Department of Institutions
4150 South Lowell Blvd.
Denver, CO 80236

Epilepsy Foundation of America

Colorado Epilepsy Association
1835 Gaylord St.
Denver, CO 80206

Association for Retarded Citizens

Colorado ARC
2727 Bryant St., L-3
Denver, CO 80211

United Cerebral Palsy, Inc.

UCP of Denver
2727 Columbine
Denver, CO 80205

National Society for Autistic Children, Inc.

Contact:
Ms. Sherry Moyers
4230 Great Pl.
Colorado Springs, CO 80917

Connecticut

Federal Agency Regional Offices

ACTION Region 1
John W. McCormack Federal Bldg.
Room #1420
Boston, MA 02109
(617) 223-4501

Bureau of Outdoor Recreation
Regional Director
Federal Office Building
600 Arch Street
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
J.W. McCormack Federal Bldg.
Post Office and Courthouse
Boston, MA 02109
(617) 223-2538

Community Services Administration
Regional Office
E-432, J.F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4022

Food and Nutrition Service
Regional Office
34 Third Ave.
Burlington, MA 01803
(617) 223-0275

General Services Administration
Business Service Center
John W. McCormack Post Office
and Courthouse
Boston, MA 02109
(617) 223-2868

Department of Health, Education, and Welfare
Regional Director
John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-6830

Department of Housing and Urban Development
Rm. 800 John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4066
HUD Hartford Area Office
999 Asylum Ave., 1 Financial Plaza
Hartford, CT 06103
(203) 244-3638

Employment and Training Administration
J.F. Kennedy Bldg. Rm 1707
Boston, MA 02203
(617) 223-6439

Urban Mass Transportation Administration
Transportation Systems Center Technology Bldg.
55 Broadway Rm 277
Cambridge, MA 02142
(617) 494-2055

Developmental Disabilities State Agency

State Department of Mental Retardation
79 Elm Street
Hartford, CT 06115

Epilepsy Foundation of America

Southern Connecticut Chapter
165 Ocean Terrace
Bridgeport, CT 06605

Association for Retarded Citizens

Connecticut ARC
15 High St.
Hartford, CT 06103

United Cerebral Palsy, Inc.

UCP of Connecticut, Inc.
One State St.
New Haven, CT 06511

National Society for Autistic Children, Inc.

Contact:
Ms. Jean Brooks
125 Harrington St.
Meriden, CT 06450

Delaware

Federal Agency Regional Offices

ACTION Region III
320 Walnut St., 6th Floor
Philadelphia, PA 19106
(215) 597-0732

Bureau of Outdoor Recreation
Regional Director
Federal Office Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-4543

Community Services Administration
Gateway Bldg., 3535 Market St.
Philadelphia, PA 19106
(215) 596-6044

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
7th & D Sts., SW
Washington, DC 20407
(202) 472-1804

Department of Health, Education, and Welfare
Gateway Building
36th and Market Sts.
P.O. Box 7760
Philadelphia, PA 19101
(215) 596-6421

Department of Housing and Urban Development
6th and Walnut Sts.
Philadelphia, PA 19106
(215) 597-2560

HUD Philadelphia Area Office
Curtis Bldg., Rm 892
625 Walnut St.
Philadelphia, PA 19106
(215) 597-2665

Employment and Training Administration
P.O. Box 8796
Philadelphia, PA 19101
(215) 596-6346

Urban Mass Transportation Administration
10th Floor, 434 Walnut St.
Philadelphia, PA 19106
(215) 597-8098

Developmental Disabilities State Agency

Department of Health and Social Services
3000 Newport Gap Pike
Wilmington, DE 19808

Epilepsy Foundation of America

Delaware Epilepsy Association
2705 Baynard Blvd.
Wilmington, DE 19802

Association for Retarded Citizens

Delaware ARC
P.O. Box 1896
Wilmington, DE 19899

United Cerebral Palsy, Inc.

UCP of Delaware, Inc.
Adel Fellows Bldg.
920 King St.
Wilmington, DE 19801

National Society for Autistic Children, Inc.

Contact:
Dr. Charles Skinner
711 W. Nottingham Rd.
Newark, NJ 19711

Florida

Federal Agency Regional Offices

ACTION Region IV
730 Peachtree St., NE
Room #695
Atlanta, GA 30308
(404) 526-3337

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303
(404) 526-4405

Civil Service Commission
1340 Spring St., NW
Atlanta, GA 30309
(404) 526-2436

Community Services Administration
730 Peachtree St., NE
Atlanta, GA 30308
(404) 526-3172

Food and Nutrition Service
1100 Spring St., NW, Rm 200
Atlanta, GA 30309
(404) 526-5259

General Services Administration
Business Service Center
1776 Peachtree St., NW
Atlanta, GA 30309
(404) 526-5661

Department of Health, Education, and Welfare
50 Seventh Ave., NE
Atlanta, GA 30323
(404) 285-3524

Department of Housing and Urban Development
Room 211, Pershing Point Plaza
1371 Peachtree St., NE
Atlanta, GA 30309
(404) 526-5585

HUD Jacksonville Area Office
Peninsular Plaza
661 Riverside Ave.
Jacksonville, FL 32204
(904) 791-2626

Employment and Training Administration
1371 Peachtree St., NE #405
Atlanta, GA 30309
(404) 881-4411

Urban Mass Transportation Administration
1720 Peachtree Rd., NW
Suite 501
Atlanta, Ga 30309
(404) 881-3948

Developmental Disabilities State Agency

Retardation Program Office
Department of Health and Rehabilitation Services
1311 Winewood Boulevard
Tallahassee, FL 32301

Epilepsy Foundation of America

Florida Epilepsy Foundation, Inc.
Petroleum Bldg., Suite 223
226 West Pensacola St.
Tallahassee, FL 32301

Association for Retarded Citizens

Florida ARC
Box 1542, 309 Office Plaza
Tallahassee, FL 32303

United Cerebral Palsy, Inc.

UCP of Florida
309 Office Plaza
Tallahassee, FL 32301

National Society for Autistic Children, Inc.

Contact:
Ms. Teena Willard
Threshold School
P.O. Box 134
Goldenrod, FL 32733

Georgia

Federal Agency Regional Offices

ACTION Region IV
730 Peachtree St., NE
Room #895
Atlanta, GA 30308
(404) 526-3337

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303
(404) 526-4405

Civil Service Commission
1340 Spring St., NW
Atlanta, GA 30309
(404) 526-2436

Community Services Administration
730 Peachtree St., NE
Atlanta, GA 30308
(404) 526-3172

Food and Nutrition Service
1100 Spring St., NW, Rm 200
Atlanta, GA 30309
(404) 526-5259

General Services Administration
Business Service Center
1776 Peachtree St., NW
Atlanta, Ga 30309
(404) 526-5661

Department of Health, Education, and Welfare
50 Seventh Ave., NE
Atlanta, GA 30323
(404) 285-3524

Department of Housing and Urban Development
Room 211, Pershing Point Plaza
1371 Peachtree St., NE
Atlanta, GA 30309
(404) 526-5585

HUD Atlanta Area Office
1100 Peachtree Center Bldg.
230 Peachtree St., NW
Atlanta, GA 30303
(404) 526-4576

Employment and Training Administration
1371 Peachtree St., NE #405
Atlanta, Ga 30309
(404) 881-4411

Urban Mass Transportation Administration
1720 Peachtree Rd., NW
Suite 501
Atlanta, GA 30309
(404) 881-3948

Developmental Disabilities State Agency

Division of Mental Health and Mental Retardation
Georgia Department of Human Resources
47 Trinity Ave., SW
Atlanta, GA 30334

Epilepsy Foundation of America

Georgia Chapter, EFA
1600 Tully Circle, NE
Suite 146
Atlanta, GA 30329

Association of Retarded Citizens

Georgia ARC
1575 Phoenix Blvd., Suite 8
Atlanta, GA 30349

United Cerebral Palsy, Inc.

UCP of Greater Atlanta
6 W. Druid Hills Rd., NE
Atlanta, GA 30329

National Society for Autistic Children, Inc.

Contact:
Ms. Lenora Taylor
76 Laurel Dr., NE
Atlanta, GA 30342

Hawaii

Federal Agency Regional Offices

ACTION Region IX
100 McAllister St., Rm. 2400
San Francisco, CA 94102
(415) 556-2092

Bureau of Outdoor Recreation
Regional Director
Box 36062
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0182

Civil Service Commission
Federal Bldg. Box 36010
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0581

Community Services Administration
450 Golden Gate Ave.
Box 36008
San Francisco, CA 94102
(415) 556-5400

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
525 Market St.
San Francisco, CA 94105
(415) 556-0877

Department of Health, Education, and Welfare
Federal Office Bldg.
50 Fulton St.
San Francisco, CA 94102
(415) 556-4447

Department of Housing and Urban Development
450 Golden Gate Ave.
Box 36003
San Francisco, CA 94102
(415) 556-4752
  HUD San Francisco Area Office (includes Hawaii)
  Suite 1600, 1 Embarcadero Center
  San Francisco, CA 94111
  (415) 556-2238

Employment and Training Administration
Federal Bldg., Box 36084
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-7414

Urban Mass Transportation Administration
Suite 620
Two Embarcadero Center
San Francisco, CA 94111
(415) 556-2884

Developmental Disabilities State Agency

Children's Health Services Division
State Department of Health
P.O. Box 3378
Honolulu, HI 96801

Epilepsy Foundation of America

Hawaii Epilepsy Society
200 N. Vineyard, Rm 605
Honolulu, HI 96817

Association for Retarded Citizens

Hawaii ARC
245 N. Kukui St.
Honolulu, HI 96817

United Cerebral Palsy, Inc.

UCP of Hawaii
245 North Kukui St.
Honolulu, HI 96817

National Society for Autistic Children, Inc.

Contact:
Ms. Minnie Brazell
1055 Wiliki Dr.
Honolulu, HI 96818

Idaho

Federal Agency Regional Offices

ACTION Region X
1601 Second Ave.
Seattle, WA 98101
(206) 442-4810

Bureau of Outdoor Recreation
Regional Director
915 Second Ave. Rm 990
Seattle, WA 98174
(206) 442-4706

Civil Service Commission
Federal Bldg. 26th Floor
915 Second Ave.
Seattle, WA 98104
(206) 442-7536

Community Services Administration
Arcade Plaza Bldg.
1321 2nd Ave.
Seattle, WA 98101
(206) 442-4957

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
GSA Center
Aubun, WA 98002
(206) 442-5556

Department of Health, Education, and Welfare
Arcade Plaza Bldg.
1321 Second Ave.
Seattle, WA 98101
(206) 442-1290

Department of Housing and Urban Development
Arcade Plaza Bldg.
1321 Second Ave.
Seattle, WA 98101
(206) 442-5414

HUD Seattle Area Office (includes northern Idaho)
Arcade Plaza Bldg.
1321 Second Ave., Stop 409
Seattle, WA 98101
(206) 442-7456

HUD Portland Area Office (includes southern Idaho)
520 Southwest 6th Ave.
Portland, OR 97204
(503) 221-2561

Employment and Training Administration
Federal Bldg. Rm 1145
909 First Ave.
Seattle, WA 98174
(206) 442-5570

Urban Mass Transportation Administration
Federal Bldg., Suite 3106
915 Second Ave.
Seattle, WA 98174
(206) 442-4210

Developmental Disabilities State Agency

Division of Community Rehabilitation
Developmental Disabilities
Department of Health and Welfare
700 W. State St.
Boise, Idaho 83720
(208) 384-3920

Epilepsy Foundation of America

Idaho Epilepsy League
107 E. Fort
Boise, ID 83702

Association for Retarded Citizens

Idaho ARC
P.O. 816
430 N. 9th St.
Boise, ID 83701

United Cerebral Palsy, Inc.

UCP of Idaho
100 North Latah
Boise, ID 83704

Illinois

Federal Agency Regional Offices

ACTION Region V
1 North Wacker Dr.
Chicago, IL 60606
(312) 353-1958

Bureau of Outdoor Recreation
Regional Director
3853 Research Park Dr.
Ann Arbor, MI 48104
(313) 769-3211

Civil Service Commission
Federal Office Bldg.
29th Floor
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-2901

Community Services Administration
300 South Wacker, Dr., 24th Floor
Chicago, IL 60606
(312) 353-4367

Food and Nutrition Service
536 South Clark St.
Chicago, IL 60605
(312) 353-1044

General Services Administration
Business Service Center
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-5383

Department of Health, Education, and Welfare
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-6791

Department of Housing and Urban Development
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-5680
  HUD Chicago Area Office
  17 N. Dearborn St., Rm 1201
  Chicago, IL 60602
  (312) 353-7660

Employment and Training Administration
230 Dearborn St.
Chicago, IL 60604
(312) 353-[illegible]131

Urban Mass Transportation Administration
300 South Wacker Dr., Suite 700
Chicago, IL 60606
(312) 353-0100

Developmental Disabilities State Agency

Department of Mental Health and
  Developmental Disabilities
401 South Spring St.
Springfield, IL 62706
(217) 782-2243

Epilepsy Foundation of America

Illinois Epilepsy Association
6 North Michigan Ave.
Chicago, IL 60602

Association for Retarded Citizens

Illinois ARC
6 North Michigan, Rm 404
Chicago, IL 60602

United Cerebral Palsy, Inc.

UCP of Illinois
309 South 3rd St.
Springfield, IL 62701

National Society for Autistic Children, Inc.

Contact:
Ms. Estelle Murphy
1920 West Alice
Peoria, IL 61604

Indiana

Federal Agency Regional Offices

ACTION Region V
1 North Wacker Dr.
Chicago, IL 60606
(312) 353-1958

Bureau of Outdoor Recreation
Regional Director
3853 Research Park Dr.
Ann Arbor, MI 48104
(313) 769-3211

Civil Service Commission
Federal Office Bldg.
29th Floor
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-2901

Community Services Administration
300 South Wacker Dr., 24th Floor
Chicago, IL 60606
(312) 353-4367

Food and Nutrition Service
536 South Clark St.
Chicago, IL 60605
(312) 353-1044

General Services Administration
Business Service Center
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-5383

Department of Health, Education, and Welfare
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-6791

Department of Housing and Urban Development
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-5680

HUD Indianapolis Area Office
Willowbrook 5 Bldg.
4720 Kingsway Dr., Rm 301
Indianapolis, IN 46205
(317) 269-6303

Employment and Training Administration
230 Dearborn St.
Chicago, IL 60604
(312) 353-0131

Urban Mass Transportation Administration
300 South Wacker Dr., Suite 700
Chicago, IL 60606
(312) 353-0100

Developmental Disabilities State Agency

State Department of Mental Health
Division of Mental Retardation and Other
Developmental Disabilities
5 Indiana Square
Indianapolis, IN 46204

Epilepsy Foundation of America

Epilepsy Foundation of Indiana
40002 Meadows Dr.
Indianapolis, IN 46205

Association for Retarded Citizens

Indiana ARC
752 East Market St.
Indianapolis, IN 46202

United Cerebral Palsy, Inc.

UCP of Indiana
445 North Pennsylvania St.
Indianapolis, IN 46204

National Society for Autistic Children Inc.

Contact:
Mr. Eugene Purdue
6035 Forest View Dr.
Indianapolis, IN 46208

Iowa

Federal Agency Regional Offices

ACTION Region VII
Two Gateway Center
4th & State Sts.
Kansas City, KS 66101
(816) 374-4541

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
1256 Federal Bldg.
1520 Market St.
St. Louis, MO 63103
(314) 622-4262

Community Services Administration
911 Walnut St.
Kansas City, MO 64106
(816) 374-2171

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
1500 E. Bannister Rd.
Kansas City, MO 64131
(816) 926-7203

Department of Health, Education, and Welfare
Federal Office Bldg.
601 East 12th St.
Kansas City, MO 64106
(816) 374-3436

Department of Housing and Urban Development
Federal Office Bldg., Rm 300
911 Walnut St.
Kansas City, MO 64106
(816) 374-2661

HUD Omaha Area Office (Iowa and Nebraska)
Univac Bldg., 3rd Floor
7100 West Center Rd.
Omaha, NE 68106
(402) 221-9301

Employment and Training Administration
Federal Office Bldg.
911 Walnut St. #1000
Kansas City, MO 64106
(816) 374-3796

Urban Mass Transportation Administration
6301 Rock Hill Rd. Rm 303
Kansas City, MO 64131
(816) 926-5053

Developmental Disabilities State Agency

Developmental Disabilities Program
523 East 12th St.
Des Moines, IA 50319

Epilepsy Foundation of America

Iowa Chapter, EFA
Box 200, Westlawn
University of Iowa
Iowa City, IA 52242

Association for Retarded Citizens

Iowa ARC
1707 High St.
Des Moines, IA 50309

United Cerebral Palsy, Inc.

UCP of Iowa, Inc.
319 E. 5th St.
Des Moines, IA 50309

National Society for Autistic Children, Inc.

Contact:
Ms. Connie Toland
1505 W. 34th
Davenport, IA 52806

Kansas

Federal Agency Regional Offices

ACTION Region VII
Two Gateway Center
4th & State Sts.
Kansas City, KS 66101
(816) 374-4541

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
1256 Federal Bldg.
1520 Market St.
St. Louis, MO 63103
(314) 622-4262

Community Services Administration
911 Walnut St.
Kansas City, MO 64106
(816) 374-2171

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
1500 E. Bannister Rd.
Kansas City, MO 64131
(816) 926-7203

Department of Health, Education, and Welfare
Federal Office Bldg.
601 East 12th St.
Kansas City, MO 64106
(816) 374-3436

Department of Housing and Urban Development
Federal Office Bldg., Rm 300
911 Walnut St.
Kansas City, MO 64106
(816) 374-2661

HUD Kansas City Area Office
Two Gateway Center
4th and State St.
Kansas City, KS 66101
(816) 374-4355

Employment and Training Administration
Federal Office Bldg.
911 Walnut St. #1000
Kansas City, MO 64106
(816) 374-3796

Urban Mass Transportation Administration
6301 Rock Hill Rd., Rm 303
Kansas City, MO 64131
(816) 926-5053

Developmental Disabilities State Agency

Department of Social and Rehabilitation Services—Division of Mental Health and Retardation Services
State Office Bldg.
Topeka, KS 66612

Epilepsy Foundation of America

Kansas Chapter
P.O. Box 2695
Wichita, KS 67202

Association for Retarded Citizens

Kansas ARC
6100 Martway
Mission, KS 66202

United Cerebral Palsy, Inc.

UCP of Kansas, Inc.
P.O. Box 8217
Wichita, KS 67208

National Society for Autistic Children, Inc.

Contact:
Mr. James Budde
Bureau of Child Research
348 Haworth Hall
University of Kansas
Lawrence, KS 66045

Kentucky

Federal Agency Regional Offices

ACTION Region IV
730 Peachtree St., NE
Room #895
Atlanta, GA 30308
(404) 526-3337

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303
(404) 526-4405

Civil Service Commission
1340 Spring St., NW
Atlanta, GA 30309
(404) 526-2436

Community Services Administration
730 Peachtree St., NE
Atlanta, GA 30308
(404) 526-3172

Food and Nutrition Service
1100 Spring St., NW, Rm 200
Atlanta, GA 30309
(404) 526-5259

General Services Administration
Business Service Center
1776 Peachtree St., NW
Atlanta, GA 30309
(404) 526-5661

Department of Health, Education, and Welfare
50 Seventh Ave., NE
Atlanta, GA 30323
(404) 285-3524

Department of Housing and Urban Development
Room 211, Pershing Point Plaza
1371 Peachtree St., NE
Atlanta, GA 30309
(404) 526-5585

HUD Louisville Area Office
Children's Hospital Foundation Bldg.
601 South Floyd St.
P.O. Box 1044
Louisville, KY 40201
(502) 582-5251

Employment and Training Administration
1371 Peachtree St., NE #405
Atlanta, GA 30309
(404) 881-4411

Urban Mass Transportation Administration
1720 Peachtree Rd., NW
Suite 501
Atlanta, GA 30309
(404) 881-3948

Developmental Disabilities State Agency

Developmental Services—Bureau of Health Services
275 East Main St.
Frankfort, KY 40601

Epilepsy Foundation of America

Kentucky Epilepsy Foundation
845 Lane Allen Rd., Suite 14
Lexington, KY 40504

Association for Retarded Citizens

Kentucky ARC
131 Holmes St.
Frankfort, KY 40601

United Cerebral Palsy, Inc.

UCP of Kentucky
Radio Bldg., Rm 202
307 W. Main St.
Frankfort, KY 40601

National Society for Autistic Children, Inc.

Contact:
Ms. Vicki Eizenstat
438 Oldham Ave.
Lexington, KY 40502

Louisiana

Federal Agency Regional Offices

ACTION Region VI
212 North St. Paul St.
Dallas, TX 75201
(214) 749-1361

Bureau of Outdoor Recreation
Regional Director
5000 Marble Ave., NE
Albuquerque, NM 87110
(505) 766-3515

Civil Service Commission
1100 Commerce St.
Dallas, TX 75202
(214) 749-3352

Community Services Administration
1200 Main Tower, M-100
Dallas, TX 75202
(214) 749-1301

Food and Nutrition Service
1100 Commerce St., Rm 5-A-16
Dallas, TX 75242
(214) 749-7106

General Services Administration
Business Service Center
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3284

Department of Health, Education, and Welfare
1200 Main Tower
Dallas, TX 75202
(214) 655-3258

Department of Housing and Urban Development
Rm 14C2, Earle Cabell Federal Bldg.
U.S. Courthouse
Dallas, TX 75242
(214) 749-7401

HUD New Orleans Area Office
Plaza Tower, 1001 Howard Ave.
New Orleans, LA 70113
(504) 589-2063

Employment and Training Administration
Room 317
555 Griffin Sq. Bldg.
Dallas, TX 75202
(214) 749-2841

Urban Mass Transportation Administration
Suite 9A32
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3787

Developmental Disabilities State Agency

Department of Health and Human Resources—
Office of Mental Health
721 Government St.
Baton Rouge, LA 70802

Epilepsy Foundation of America

Louisiana Epilepsy Association
301 Camp St., 5th Floor
New Orleans, LA 70130

Association for Retarded Citizens

Louisiana ARC
7465 Exchange Pl.
Baton Rouge, LA 70806

United Cerebral Palsy, Inc.

UCP of Louisiana
1710 Franklin St.
Gretna, LA 70053

National Society for Autistic Children, Inc.

Contact:
Ms. Mary Boudreaux
3017 Belmont Pl.
Metairie, LA 70002

Maine

Federal Agency Regional Offices

ACTION Region 1
John W. McCormack Federal Bldg.
Room #1420
Boston, MA 02109
(617) 223-4501

Bureau of Outdoor Recreation
Regional Director
Federal Office Building
600 Arch Street
Philadelphia, PA. 19106

Civil Service Commission
J.W. McCormack Federal Bldg.
Post Office and Courthouse
Boston, MA 02109
(617) 223-2538

Community Services Administration
Regional Office
E-432, J.F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4022

Food and Nutrition Service
Regional Office
34 Third Ave.
Burlington, MA 01803
(617) 223-0275

General Services Administration
Business Service Center
John W. McCormack Post
Office & Courthouse
Boston, MA 02109
(617) 223-2868

Department of Health, Education, and Welfare
Regional Director
John F. Kennedy Federal Bldg.
Government Center
Boston, MA 02203
(617) 223-6830

Department of Housing and Urban Development
Rm 800
John F. Kennedy Federal Building
Boston, MA 02203
(617) 223-4066

Manchester Area Office (HUD)
New Federal Bldg., Chesnut St.
Manchester, NH
(603) 666-7681

Employment and Training Administration
J.F. Kennedy Bldg., Rm 1707
Boston, MA 02203
(617) 223-6439

Urban Mass Transportation Administration
Transportation Systems Center Technology Bldg.
55 Broadway Rm 277
Cambridge, MA 02142
(617) 494-2055

Developmental Disabilities State Agency

Bureau of Mental Retardation
Department of Mental Health and Corrections
State House
Augusta, ME 04330

Epilepsy Foundation of America

Maine Chapter EFA
Eastern Maine Medical Center
489 State Street
Bangor, ME 04401

Association for Retarded Citizens

Maine ARC
P.O. Box 204
Washburn, ME 21117

United Cerebral Palsy, Inc.

Mid-State UCP, Inc.
125 State Street
Augusta, ME 04330

National Society for Autistic Children, Inc.

Contact:
Dr. Nancy Blair
8 Morton St.
Winthrop, ME 04364

Maryland

Federal Agency Regional Offices

ACTION Region III
320 Walnut St., 6th Floor
Philadelphia, PA 19106
(215) 597-0732

Bureau of Outdoor Recreation
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-4543

Community Services Administration
3535 Market St.
Philadelphia, PA 19106
(215) 596-6044

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
7th & D Sts., SW
Washington, D.C. 20407
(202) 472-1804

Department of Health, Education, and Welfare
Gateway Bldg.
36th and Market Sts.
P.O. Box 7760
Philadelphia, PA 19101
(215) 596-6421

Department of Housing and Urban Development
6th and Walnut Sts.
Philadelphia, PA 19106
(215) 597-2560

HUD Baltimore Area Office (excludes Montgomery and Prince Georges Counties)
Mercantile Bank and Trust Bldg.
Two Hopkins Plaza
Baltimore, MD 21201
(301) 962-2121

HUD District of Columbia Area Office (includes Montgomery and Prince Georges Counties)
Universal North Bldg.
1875 Connecticut Ave. NW
Washington, DC 20009
(202) 673-5837

Employment and Training Administration
P.O. Box 8796
Philadelphia, PA 19101
(215) 596-6346

Urban Mass Transportation Administration
434 Walnut St., 10th Floor
Philadelphia, PA 19106
(215) 597-8098

Developmental Disabilities State Agency

Department of Mental Hygiene
201 West Preston Street
Baltimore, MD 21201

Epilepsy Foundation of America

Epilepsy Association of Central Maryland
2514 N. Charles St.
Baltimore, MD 21218

Association for Retarded Citizens

Maryland ARC
55 Gwynns Mill Ct.
Owings Mills, MD 21117

United Cerebral Palsy, Inc.

UCP of Maryland
192 Duke of Gloucester St.
Annapolis, MD 21401

National Society for Autistic Children, Inc.

Contact:
Ms. Jane Salzano
14319 Briarwood Terr.
Rockville, MD 20853

Massachusetts

Federal Agency Regional Offices

ACTION Region 1
John W. McCormack Federal Bldg.
Room #1420
Boston, MA 02109
(617) 223-4501

Bureau of Outdoor Recreation
Regional Director
Federal Office Building
600 Arch Street
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
J.W. McCormack Federal Bldg.
Post Office and Courthouse
Boston, MA 02109
(617) 223-2538

Community Services Administration
Regional Office
E-432, J.F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4022

Food and Nutrition Service
Regional Office
34 Third Ave.
Burlington, MA 01803
(617) 223-0275

General Services Administration
Business Service Center
John W. McCormack Post Office
and Courthouse
Boston, MA 02109
(617) 223-2868

Department of Health, Education, and Welfare
Regional Director
John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-6830

Department of Housing and Urban Development
Rm 800, John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4066

HUD Boston Area Office
Bulfinch Bldg., 15 New Chardon St.
Boston, MA 02114
(617) 223-4111

Employment and Training Administration
J.F. Kennedy Bldg., Rm 1701
Boston, MA 02203
(617) 223-6439

Urban Mass Transportation Administration
Transportation Systems Center Technology Bldg.
55 Broadway Rm 277
Cambridge, MA 02142
(617) 494-2055

Developmental Disabilities State Agency

Bureau of Developmental Disabilities
Leverett Saltonstall Bldg.
Room 909
100 Cambridge Street
Boston, MA 02203

Epilepsy Foundation of America

Epilepsy Society of Massachusetts
3 Arlington St.
Boston, MA 02116

Association for Retarded Citizens

Massachusetts ARC
381 Elliot St.
Newton Upper Falls, MA 02164

United Cerebral Palsy, Inc.

UCP of Metropolitan Boston
358 Chestnut Hill Ave.
Boston, MA 02146

National Society for Autistic Children, Inc.

Contact:
Mr. Gerald Kramer
16 Bluebird Rd.
Wellesley Hills, MA 02181

Michigan

Federal Agency Regional Offices

ACTION Region V
1 North Wacker Dr.
Chicago, IL 60606
(312) 353-1958

Bureau of Outdoor Recreation
Regional Director
3853 Research Park Dr.
Ann Arbor, MI 48104
(313) 769-3211

Civil Service Commission
Federal Office Bldg.
29th Floor
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-2901

Community Services Administration
300 South Wacker Dr., 24th Floor
Chicago, IL 60606
(312) 353-4367

Food and Nutrition Service
536 South Clark St.
Chicago, IL 60605
(312) 353-1044

General Services Administration
Business Service Center
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-5383

Department of Health, Education, and Welfare
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-6791

Department of Housing and Urban Development
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-5680
HUD Detroit Area Office
McNamara Federal Bldg.
Michigan Ave., 17th Floor
Detroit, MI 48226
(313) 226-7900

Employment and Training Administration
230 Dearborn St.
Chicago, IL 60604
(312) 353-0131

Urban Mass Transportation Administration
300 South Wacker Dr., Suite 700
Chicago, IL 60606
(312) 353-0100

Developmental Disabilities State Agency

Department of Public Health
3500 North Logan St.
Lansing, MI 48914

Epilepsy Foundation of America

Epilepsy Center of Michigan
10 Peterboro St., Suite 220
Detroit, MI 48201

Association for Retarded Citizens

Michigan ARC
416 Michigan National Tower Bldg.
Lansing, MI 48933

United Cerebral Palsy, Inc.

UCP of Michigan
202 E. Boulevard Dr.
Flint, MI 48503

National Society for Autistic Children, Inc.

Contact:
Ms. Rosemary Angellotti
8084 Cortland St.
Allen Park, MI 48101

Minnesota

Federal Agency Regional Offices

ACTION Region V
1 North Wacker Dr.
Chicago, IL 60606
(312) 353-1958

Bureau of Outdoor Recreation
Regional Director
3853 Research Park Dr.
Ann Arbor, MI 48104
(313) 769-3211

Civil Service Commission
Federal Office Bldg.
29th Floor
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-2901

Community Services Administration
300 South Wacker Dr., 24th Floor
Chicago, IL 60606
(312) 353-4367

Food and Nutrition Service
536 South Clark St.
Chicago, IL 60605
(312) 353-1044

General Services Administration
Business Service Center
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-5383

Department of Health, Education, and Welfare
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-6791

Department of Housing and Urban Development
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-5680

HUD Minneapolis-St. Paul Area Office
Griggs-Midway Bldg.
1821 University Ave.
St. Paul, MN 55104
(612) 725-4701

Employment and Training Administration
230 Dearborn St.
Chicago, IL 60604
(312) 353-0131

Urban Mass Transportation Administration
300 South Wacker Dr., Suite 700
Chicago, IL 60606
(312) 353-0100

Developmental Disabilities State Agency

State Planning Agency
802 Capitol Square Bldg.
St. Paul, MN 55101

Epilepsy Foundation of America

Minnesota Epilepsy League
Citizens Aid Bldg.
404 South 8th St., Rm 242
Minneapolis, MN 55404

Association for Retarded Citizens

Minnesota ARC
3225 Lyndale Ave. South
Minneapolis, MN 55408

United Cerebral Palsy, Inc.

UCP of Minnesota
380 South Griggs—Midway Bldg.
1821 University Ave.
St. Paul, MN 55104

National Society for Autistic Children, Inc.

Contact:
Ms. Etta Overland
530 2nd Ave., NW
St. Paul, MN 55112

Mississippi

Federal Agency Regional Offices

ACTION Region IV
730 Peachtree St., NE
Room #895
Atlanta, GA 30308
(404) 526-3337

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303
(404) 526-4405

Civil Service Commission
1340 Spring St., NW
Atlanta, GA 30309
(404) 526-2436

Community Services Administration
730 Peachtree St., NE
Atlanta, GA 30308
(404) 526-3172

Food and Nutrition Service
1100 Spring St., NW, Rm 200
Atlanta, GA 30309
(404) 526-5259

General Services Administration
Business Service Center
1776 Peachtree St., NW
Atlanta, GA 30309
(404) 526-5661

Department of Health, Education, and Welfare
50 Seventh Ave., NE
Atlanta, GA 30323
(404) 285-3524

Department of Housing and Urban Development
Room 211, Pershing Point Plaza
1371 Peachtree St., NE
Atlanta, GA 30309
(404) 526-5585
    HUD Jackson Area Office
    101-C Third Floor Jackson Mall
    300 Woodrow Wilson Ave., West
    Jackson, MS 39213
    (601) 366-2634

Employment and Training Administration
1371 Peachtree St., NE #405
Atlanta, GA 30309
(404) 881-4411

Urban Mass Transportation Administration
1720 Peachtree Rd., NW
Suite 501
Atlanta, GA 30309
(404) 881-3948

Developmental Disabilities State Agency

Mississippi Department of Mental Health
607 Lee Building
Jackson, MS 39201

Epilepsy Foundation of America

Mississippi Council on Epilepsy
St. Dominic-Jackson Memorial Hospital
969 Lakeland Dr.
Jackson, MS 39216

Association for Retarded Citizens

Mississippi ARC
Box 1363, 145 E. Amite
Jackson, MS 39205

United Cerebral Palsy, Inc.

UCP of Mississippi
Box 186
Taylorsville, MS 39168

National Society for Autistic Children, Inc.

Contact:
Mr. John Colvin
2205 Napoleon Ave.
Pearl, MS 39208

Missouri

Federal Agency Regional Offices

ACTION Region VII
Two Gateway Center
4th & State Sts.
Kansas City, KS 66101
(816) 374-4541

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
1256 Federal Bldg.
1520 Market St.
St. Louis, MO 63103
(314) 622-4262

Community Services Administration
911 Walnut St.
Kansas City, MO 64106
(816) 374-2171

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
1500 E. Bannister Rd.
Kansas City, MO 64131
(816) 926-7203

Department of Health, Education, and Welfare
Federal Office Bldg.
601 East 12th St.
Kansas City, MO 64106
(816) 374-3436

Department of Housing and Urban Development
Federal Office Bldg., Rm 300
911 Walnut St.
Kansas City, MO 64106
(816) 374-2661

HUD St. Louis Area Office (eastern Missouri)
210 North 12th St.
St. Louis, MO 63101
(314) 622-4761

HUD Kansas City Area Office (western Missouri)
Two Gateway Center
4th & State Sts.
Kansas City, KS 66101
(816) 374-4355

Employment and Training Administration
Federal Office Bldg.
911 Walnut St., #1000
Kansas City, MO 64106
(816) 374-3796

Urban Mass Transportation Administration
6301 Rock Hill Rd., Rm 303
Kansas City, MO 64131
(816) 926-5053

Developmental Disabilities State Agency

Department of Mental Health
2002 Missouri Blvd.
P.O. Box 687
Jefferson City, MO 65101

Epilepsy Foundation of America

Missouri Epilepsy Federation, Inc.
2337 South Kingshighway Blvd.
St. Louis, MO 63110

Association for Retarded Citizens

Missouri ARC
230 W. Dunklin
Jefferson City, MO 65101

United Cerebral Palsy, Inc.

UCP of Missouri
P.O. Box 611
Columbia, MO 65201

National Society for Autistic Children, Inc.

Contact:
Ms. Sherry Markham
1745 Schulte Hill Dr.
Hazelwood, MO 63042

Montana

Federal Agency Regional Offices

ACTION Region VIII
514 Prudential Plaza Bldg.
1050 17th St.
Denver, CO 80202
(303) 837-2671

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
Building 20
Denver Federal Center
Denver, CO 80225
(303) 234-2023

Community Services Administration
Federal Bldg.
1961 Stout St., 12031
Denver, CO 80202
(303) 837-4488

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
Building 41
Denver Federal Center
Denver, CO 80225
(303) 234-2216

Department of Health, Education, and Welfare
Federal Office Bldg.
19th and Stout Sts.
Denver, CO 80202
(303) 837-2831

Department of Housing and Urban Development
Executive Tower
1405 Curtis St.
Denver, CO 80202
(303) 837-4513

Employment and Training Administration
1961 Stout St.
Denver, CO 80294
(303) 837-3031

Urban Mass Transportation Administration
Suite 1822, Prudential Plaza
1050 17th St.
Denver, CO 80202
(303) 837-3242

Developmental Disabilities State Agency

Department of Social and Rehabilitation Services
507 Power Block
Helena, MT 59601

Epilepsy Foundation of America

Big Sky Epilepsy Association
2119 Lyman Ave.
Billings, MT 59102

Association for Retarded Citizens

Montana ARC
P.O. Box 625
Helena, MT 59601

United Cerebral Palsy, Inc.

UCP of Montana
2626 2nd Ave. South
Great Falls, MT 59405

Nebraska

Federal Agency Regional Offices

ACTION Region VII
Two Gateway Center
4th & State Sts.
Kansas City, KS 66101
(816) 374-4541

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
1256 Federal Bldg.
1520 Market St.
St. Louis, MO 63103
(314) 622-4262

Community Services Administration
911 Walnut St.
Kansas City, MO 64106
(816) 374-2171

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
1500 E. Bannister Rd.
Kansas City, MO 64131
(816) 926-7203

Department of Health, Education, and Welfare
Federal Office Bldg.
601 East 12th St.
Kansas City, MO 64106
(816) 374-3436

Department of Housing and Urban Development
Federal Office Bldg., Rm 300
911 Walnut St.
Kansas City, MO 64106
(816) 374-2661

HUD Omaha Area Office (Iowa and Nebraska)
Univac Bldg., 3rd Floor
7100 West Center Rd.
Omaha, NE 68106
(402) 221-9301

Employment and Training Administration
Federal Office Bldg.
911 Walnut St. #1000
Kansas City, MO 64106
(816) 374-3796

Urban Mass Transportation Administration
6301 Rock Hill Rd. Rm 303
Kansas City, MO 64131
(816) 926-5053

Developmental Disabilities State Agency

Department of Health
State Office Bldg.
Centennial Mall South, 3rd Floor
Lincoln, NE 68509

Epilepsy Foundation of America

Nebraska Epilepsy League
7171 Mercy Rd., Rm 129
Omaha, NE 68106

Association for Retarded Citizens

Nebraska ARC
3100 N. 14th St.
Lincoln, NE 68521

United Cerebral Palsy, Inc.

UCP of Nebraska
2141 North Cotner
Lincoln, NE 68505

National Society for Autistic Children, Inc.

Contact:
Ms. Elizabeth Sposato
7155 S. 75th St.
RR 9
Lincoln, NE 68516

Nevada

Federal Agency Regional Offices

ACTION Region IX
100 McAllister St., Rm 2400
San Francisco, CA 94102
(415) 556-2092

Bureau of Outdoor Recreation
Regional Director
Box 36062
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0182

Civil Service Commission
Federal Bldg. Box 36010
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0581

Community Services Administration
450 Golden Gate Ave.
Box 36008
San Francisco, CA 94102
(415) 556-5400

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
525 Market St.
San Francisco, CA 94105
(415) 556-0877

Department of Health, Education, and Welfare
Federal Office Bldg.
50 Fulton St.
San Francisco, CA 94102
(415) 556-4447

Department of Housing and Urban Development
450 Golden Gate Ave.
P.O. Box 36003
San Francisco, CA 94102
(415) 556-4752
HUD San Francisco Area Office
(includes Nevada)
Suite 1600, 1 Embarcadero Center
San Francisco, CA 94111
(415) 556-2238

Employment and Training Administration
Federal Bldg. P.O. Box 36084
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-7414

Urban Mass Transportation Administration
Suite 620
Two Embarcadero Center
San Francisco, CA 94111
(415) 556-2884

Developmental Disabilities State Agency

Department of Human Resources
Kinkead Building
Capitol Complex
Carson City, NV 89701

Epilepsy Foundation of America

Southern Nevada Epilepsy Society
1000 South Third, Suite C
Las Vegas, NV 89101

Northern Nevada Epilepsy League
1515 Nixon Ave.
Reno, NV 89502

Association for Retarded Citizens

Nevada ARC
1450 E. Second St.
Reno, NV 89502

United Cerebral Palsy, Inc.

Western District Office of UCPA
(415) 348-1324

National Society for Autistic Children, Inc.

Contact:
Mr. James Frausto
4283 E. Viking Rd.
Las Vegas, NV 89121

New Hampshire

Federal Agency Regional Offices

ACTION Region 1
John W. McCormack Federal Bldg.
Room #1420
Boston, MA 02109
(617) 223-4501

Bureau of Outdoor Recreation
Regional Director
Federal Office Building
600 Arch Street
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
J.W. McCormack Federal Building
Post Office and Courthouse
Boston, MA 02109
(617) 223-2538

Community Services Administration
Regional Office
E-432, J.F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4022

Food and Nutrition Service
Regional Office
34 Third Ave.
Burlington, MA 01803
(617) 223-0275

General Services Administration
Business Service Center
John W. McCormack Post Office
and Courthouse
Boston, MA 02109
(617) 223-2868

Department of Health, Education, and Welfare
Regional Director
John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-6830

Department of Housing and Urban Development
Rm 800
John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4066
HUD Manchester Area Office
New Federal Bldg., Chesnut St.
Manchester, NH 03101
(603) 666-7681

Employment and Training Administration
J.F. Kennedy Bldg., Rm 1707
Boston, MA 02203
(617) 223-6439

Urban Mass Transportation Administration
Transportation Systems Center Technology Bldg.
55 Broadway Rm 277
Cambridge, MA 02142
(617) 494-2055

Developmental Disabilities State Agency

Office of Mental Retardation
Division of Mental Health
Department of Health and Welfare
105 Pleasant Street
Concord, NH 03301

Epilepsy Foundation of America

New Hampshire Chapter
Medical Arts Building
10 Prospect
Nashua, NH 03060

Association for Retarded Citizens

New Hampshire ARC
52 Pleasant Street
Concord, NH 03301

United Cerebral Palsy, Inc.

Granite State UCPA
815 Elm Street Room 54
Manchester, NH 03101

National Society for Autistic Children, Inc.

Contact:
Ms. Louise Hackett
Box 35
Merrimack, NH 03054

New Jersey

Federal Agency Regional Offices

ACTION Region II
26 Federal Plaza
Room #1609
New York, NY 10007
(212) 264-2900

Bureau of Outdoor Recreation
Regional Director
Federal Office Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
New Federal Bldg.,
26 Federal Plaza
New York, NY 10007
(212) 264-0440

Community Services Administration
26 Federal Plaza, 32nd Floor
New York, NY 10007
(212) 264-2995

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
26 Federal Plaza (2-Fl)
New York, NY 10007
(212) 264-1234

Department of Health, Education, and Welfare
Federal Bldg.
26 Federal Plaza
New York, NY 10007
(212) 264-4485

Department of Housing and Urban Development
26 Federal Plaza, Rm 3541
New York, NY 10007
(212) 264-8068
  HUD Camden Area Office
  The Parkade Bldg., 519 Federal St.
  Camden, NJ 08103
  (609) 757-5081

  HUD Newark Area Office
  Gateway 1 Bldg. Raymond Plaza
  Newark, NJ 07102
(207) 645-3010

Employment and Training Administration
1515 Broadway Rm 3713
New York, NY 10036
(212) 399-5445

Urban Mass Transportation Administration
26 Federal Plaza Suite 507
New York, NY 10007
(212) 264-8162

Developmental Disabilities State Agency

Division of Mental Retardation
Department of Institutions and Agencies
169 West Hanover St.
Trenton, NJ 08625
(609) 292-3745

Epilepsy Foundation of America

New Jersey State Chapter
P.O. Box 364
Metuchen, NJ 08840

Association for Retarded Citizens

New Jersey ARC
99 Bayard St.
New Brunswick, NJ 089010

United Cerebral Palsy, Inc.

UCP of New Jersey
91 South Harrison St.
East Orange, NJ 07018

National Society for Autistic Children, Inc.

Contact:
Ms. Peggy Kopp
130 Greenbrook Rd.
Greenbrook, NJ 08812

New Mexico

Federal Agency Regional Offices

ACTION Region VI
212 North St. Paul St.
Dallas, TX 75201
(214) 749-1361

Bureau of Outdoor Recreation
Regional Director
5000 Marble Ave., NE
Albuquerque, NM 87110
(505) 766-3515

Civil Service Commission
1100 Commerce St.
Dallas, TX 75202
(214) 749-3352

Community Services Administration
1200 Main Tower, M-100
Dallas, TX 75202
(214) 749-1301

Food and Nutrition Service
1100 Commerce St., Rm 5-A-16
Dallas, TX 75242
(214) 749-7106

General Services Administration
Business Service Center
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3284

Department of Health, Education, and Welfare
1200 Main Tower
Dallas, TX 75202
(214) 655-3258

Department of Housing and Urban Development
Rm 14C2, Earle Cabell Federal Bldg.
U.S. Courthouse
Dallas, TX 75242
(214) 749-7401

HUD Dallas Area Office (includes New Mexico)
2001 Bryan Tower, 4th Floor
Dallas, TX 75201
(214) 749-1601

Employment and Training Administration
Room 317
555 Griffin Sq. Bldg.,
Dallas, TX 75202
(214) 749-2841

Urban Mass Transportation Administration
Suite 9A32
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3787

Developmental Disabilities State Agency

Division of Vocational Rehabilitation
State Department of Education
P.O. Box 1830
Sante Fe, NM 87503

Epilepsy Foundation of America

Epilepsy Foundation of New Mexico
5301 Central Ave., NE
Suite 719
Albuquerque, NM 87108

Association for Retarded Citizens

New Mexico ARC, Suite 3
8200½ Menaul Blvd., NE
Albuquerque, NM 87110

United Cerebral Palsy, Inc.

UCP of New Mexico
1509 6th St., NW
Albuquerque, NM 87102

National Society for Autistic Children, Inc.

Contact:
Ms. Carolyn Levin
2521 Landman Dr., NE
Albuquerque, NM 87112

New York

Federal Agency Regional Offices

ACTION Region II
26 Federal Plaza, Rm 1609
New York, NY 10007
(212) 264-2900

Bureau of Outdoor Recreation
Regional Director
Federal Office Building
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
New Federal Bldg.
26 Federal Plaza
New York, NY 10007
(212) 264-0440

Community Services Administration
26 Federal Plaza, 32nd Floor
New York, NY 10007
(212) 264-2995

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
26 Federal Plaza (2-Fl)
New York, NY 10007
(212) 264-1234

Department of Health, Education, and Welfare
Federal Building Rm. 3838
26 Federal Plaza
New York, NY 10007
(212) 264-4485

Department of Housing and Urban Development
26 Federal Plaza, Rm 3541
New York, NY 10007
(212) 264-8068

HUD Buffalo Area Office (western NY)
Grant Bldg., 560 Main St.
Buffalo, NY 14202
(716) 842-3510

HUD New York Area Office (eastern NY)
666 Fifth Ave.
New York, NY 10019
(212) 399-5290

Employment and Training Administration
1515 Broadway Rm 3713
New York, NY 10036
(212) 399-5445

Urban Mass Transportation Administration
26 Federal Plaza Suite 507
New York, NY 10007
(212) 264-8162

Developmental Disabilities State Agency

Department of Mental Hygiene
44 Holland Ave.
Albany, NY 12229
(518) 474-6566

Epilepsy Foundation of America

Greater New York City Chapter, EFA
225 Park Ave. South
New York, NY 10003

Association for Retarded Citizens

New York ARC
254 W. 31st St., #304
New York, NY 10001

United Cerebral Palsy, Inc.

UCP of New York State
815 Second Ave., 10th Floor
New York, NY 10017

National Society for Autistic Children, Inc.

Contact:
Mr. Phil Lewis
1350 Rowe Rd.
Schenectady, NY 12309

North Carolina

Federal Agency Regional Offices

ACTION Region IV
730 Peachtree St., NE
Room #895
Atlanta, GA 30308
(404) 526-3337

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303
(404) 526-4405

Civil Service Commission
1340 Spring St., NW
Atlanta, GA 30309
(404) 526-2436

Community Services Administration
730 Peachtree St., NE
Atlanta, GA 30308
(404) 526-3172

Food and Nutrition Service
1100 Spring St., NW, Rm. 200
Atlanta, GA 30309
(404) 526-5259

General Services Administration
Business Service Center
1776 Peachtree St., NW
Atlanta, GA 30309
(404) 526-5661

Department of Health, Education, and Welfare
50 Seventh Ave., NE
Atlanta, GA 30323
(404) 285-3524

Department of Housing and Urban Development
Room 211, Pershing Point Plaza
1371 Peachtree St., NE
Atlanta, GA 30309
(404) 526-5585
    HUD Greensboro Area Office
    2309 West Cone Blvd.
    Northwest Plaza
    Greensboro, NC 27408
    (919) 275-9111

Employment and Training Administration
1371 Peachtree St., NE #405
Atlanta, GA 30309
(404) 881-4411

Urban Mass Transportation Administration
1720 Peachtree Rd., NW
Suite 501
Atlanta, GA 30309
(404) 881-3948

Developmental Disabilities State Agency

Division of Mental Health
Department of Human Resources
P.O. Box 9494
Raleigh, NC 27603

Epilepsy Foundation of America

North Carolina Epilepsy Assn., Inc.
1924 Vail Ave.
Charlotte, NC 28207

Association for Retarded Citizens

North Carolina ARC
P.O. Box 18551
Raleigh, NC 27609

United Cerebral Palsy, Inc.

UCP of North Carolina, Inc.
417 N. Boylan Ave.
Raleigh, NC 27603

National Society for Autistic Children, Inc.

Contact:
Ms. Becky Dossett
c/o Triad Home
635 Walker Ave.
Greensboro, NC 27403

North Dakota

Federal Agency Regional Offices

ACTION Region VIII
514 Prudential Plaza Bldg.
1050 17th St.
Denver, CO 80202
(303) 837-2671

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
Building 20
Denver Federal Center
Denver, CO 80225
(303) 234-2023

Community Services Administration
Federal Bldg.
1961 Stout St., 12031
Denver, CO 80202
(303) 837-4488

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
Building 41
Denver Federal Center
Denver, CO 80225
(303) 234-2216

Department of Health, Education, and Welfare
Federal Office Bldg.
19th and Stout Sts.
Denver, CO 80202
(303) 837-2831

Department of Housing and Urban Development
Executive Tower
1405 Curtis St.
Denver, CO 80202
(303) 837-4513

Employment and Training Administration
1961 Stout St.
Denver, CO 80294
(303) 837-3031

Urban Mass Transportation Administration
Suite 1822, Prudential Plaza
1050 17th St.
Denver, CO 80202
(303) 837-3242

Developmental Disabilities State Agency

Division of Mental Health and Mental Retardation
State Department of Health
909 Basin Ave.
Bismark, ND 58505

Epilepsy Foundation of America

Northern Epilepsy Association
c/o Linda Gress
[illegible] 9th Ave, South
[illegible], ND 58102

Association for Retarded Citizens

North Dakota ARC
207 E. Broadway, Suite 4
Bismarck, ND 58501

United Cerebral Palsy, Inc.

Mid West District Office of UCPA
(312) 297-6770

Ohio

Federal Agency Regional Offices

ACTION Region V
1 North Wacker Dr.
Chicago, IL 60606
(312) 353-1956

Bureau of Outdoor Recreation
Regional Director
3853 Research Park Dr.
Ann Arbor, MI 48104
(313) 769-3211

Civil Service Commission
Federal Office Bldg.
29th Floor
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-2901

Community Services Administration
300 South Wacker Dr., 24th Floor
Chicago, IL 60606
(312) 353-4367

Food and Nutrition Service
536 South Clark St.
Chicago, IL 60605
(312) 353-1044

General Services Administration
Business Service Center
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-5383

Department of Health, Education, and Welfare
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-6791

Department of Housing and Urban Development
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-5680
HUD Columbus Area Office
60 East Main St.
Columbus, OH 43215
(614) 469-7345

Employment and Training Administration
230 Dearborn St.
Chicago, IL 60604
(312) 353-0131

Urban Mass Transportation Administration
300 South Wacker Dr., Suite 700
Chicago, IL 60606
(312) 353-0100

Developmental Disabilities State Agency

Division of Mental Retardation
Department of Mental Health
and Mental Retardation
Ohio Departments Bldg.
Room B-104
2929 Kenny Rd.
Columbus, OH 43221

Epilepsy Foundation of America

Epilepsy Association of Ohio
5310 E. Main St., Suite 204
Columbus, OH 43213

Association for Retarded Citizens

Ohio ARC
Atlas Bldg., 9th Floor
8 E. Long St.
Columbus, OH 43215

United Cerebral Palsy, Inc.

UCP of Ohio
c/o UCP of Columbus and Franklin Cty.
2144 Agler Rd.
Columbus, OH 43224

National Society for Autistic Children, Inc.

Contact:
Mr. Wayne Heidt
4554 Coe Ave.,
N. Olmstead, OH 44070

Oklahoma

Federal Agency Regional Offices

ACTION Region VI
212 North St. Paul St.
Dallas, TX 75201
(214) 749-1361

Bureau of Outdoor Recreation
Regional Director
5000 Marble Ave., NE
Albuquerque, NM 87110
(505) 766-3515

Civil Service Commission
1100 Commerce St.
Dallas, TX 75202
(214) 749-3352

Community Services Administration
1200 Main Tower, M-100
Dallas, TX 75202
(214) 749-1301

Food and Nutrition Service
1100 Commerce St., Rm 5-A-16
Dallas, TX 75242
(214) 749-7106

General Services Administration
Business Service Center
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3284

Department of Health, Education, and Welfare
1200 Main Tower
Dallas, TX 75202
(214) 655-3258

Department of Housing and Urban Development
Rm 14C2, Earle Cabell Federal Bldg.
U.S. Courthouse
Dallas, TX 75242
(214) 749-7401
HUD Oklahoma City Area Office
301 North Hudson St.
Oklahoma City, OK 73102
(405) 231-4891

Employment and Training Administration
Room 317
555 Griffin Sq. Bldg.
Dallas, TX 75202
(214) 749-2841

Urban Mass Transportation Administration
Suite 9A32
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3787

Developmental Disabilities State Agency

Department of Institutions
Social and Rehabilitation Services
Sequoyah Memorial Office Bldg.
P.O. Box 25352
Oklahoma City, OK 73125

Epilepsy Foundation of America

Contact:
Mr. John Nelson, M.D.
University of Oklahoma
Health Science Center
P.O. Box 26901
Oklahoma City, OK 73190

Association for Retarded Citizens

Oklahoma ARC
P.O. Box 14250
Oklahoma City, OK 73114

United Cerebral Palsy, Inc.

UCP of Oklahoma
3734 NW 23rd St.
Oklahoma City, OK 73107

Oregon

Federal Agency Regional Offices

ACTION Region X
1601 Second Ave.
Seattle, WA 98101
(206) 442-4810

Bureau of Outdoor Recreation
Regional Director
915 Second Ave. Rm 990
Seattle, WA 98174
(206) 442-4706

Civil Service Commission
Federal Bldg. 26th Floor
915 Second Ave.
Seattle, WA 98104
(206) 442-7536

Community Services Administration
Arcade Plaza Bldg.
1321 2nd Ave.
Seattle, WA 98101
(206) 442-4957

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
GSA Center
Aubun, WA 98002
(206) 442-5556

Department of Health, Education, and Welfare
Arcade Plaza Bldg.
1321 Second Ave.
Seattle, WA 98101
(206) 442-1290

Department of Housing and Urban Development
Arcade Plaza Bldg.
1321 Second Ave.
Seattle, WA 98101
(206) 442-5414
HUD Portland Area Office
520 Southwest 6th Ave.
Portland, OR 97204
(503) 221-2561

Employment and Training Administration
Federal Bldg. Rm 1145
909 First Ave.
Seattle, WA 98174
(206) 442-5570

Urban Mass Transportation Administration
Federal Bldg., Suite 3106
915 Second Ave.
Seattle, WA 98174
(206) 442-4210

Developmental Disabilities State Agency

Mental Retardation Services and
Developmental Disabilities
Mental Health Division
2570 Center St., NE
Salem, OR 97303

Epilepsy Foundation of America

Epilepsy League of Oregon
2222 NW Lovejoy, Rm 230
Portland, OR 97210

Association for Retarded Citizens

Oregon ARC
3085 River Rd, N.
Salem, OR 97303

United Cerebral Palsy, Inc.

UCP of Oregon
7117 SE Harold St.
Portland, OR 97206

National Society for Autistic Children, Inc.

Contact:
Mr. David Fruit
6131 SW Pamela St.
Portland, OR 97219

Pennsylvania

Federal Agency Regional Offices

ACTION Region III
320 Walnut St., 6th Floor
Philadelphia, PA 19106
(215) 597-0732

Bureau of Outdoor Recreation
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-4543

Community Services Administration
3535 Market St.
Philadelphia, PA 19106
(215) 596-6044

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
7th & D Sts., SW
Washington, DC 20407
(202) 472-1804

Department of Health, Education, and Welfare
Gateway Bldg.
36th and Market Sts.
P.O. Box 7760
Philadelphia, PA 19101
(215) 596-6421

Department of Housing and Urban Development
6th and Walnut Sts.
Philadelphia, PA 19106
(215) 597-2560

HUD Philadelphia Area Office
625 Walnut St., Rm 892
Philadelphia, PA 19106
(215) 597-2665

HUD Pittsburgh Area Office
Two Allegheny Center, Rm 1100
Pittsburgh, PA 15212
(412) 644-2802

Employment and Training Administration
P.O. Box 8796
Philadelphia, PA 19101
(215) 596-6346

Urban Mass Transportation Administration
434 Walnut St. 10th Floor
Philadelphia, PA 19106
(215) 597-8098

Developmental Disabilities State Agency

Governor's Office for Human Resources
Room 504
500 North 3rd St.
State Street Bldg.
Harrisburg, PA 17120
(717) 637-3875

Epilepsy Foundation of America

Pennsylvania Division, EFA
1205 Market St.
Lemoyne, PA 17043

Association for Retarded Citizens

Pennsylvania ARC
1500 N. Second St.
Harrisburg, PA 17102

United Cerebral Palsy, Inc.

UCP of Pennsylvania
1719 N. Front St.
Harrisburg, PA 17102

National Society for Autistic Children, Inc.

Contact:
Ms. Connie Torisky
738 Greenleaf Dr.
Monroeville, PA 15146

Rhode Island

Federal Agency Regional Offices

ACTION Region 1
John W. McCormack Federal Bldg.
Room #1420
Boston, MA 02109
(617) 223-4501

Bureau of Outdoor Recreation
Regional Director
Federal Office Building
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
J.W. McCormack Federal Bldg.
Post Office and Courthouse
Boston, MA 02109
(617) 223-2538

Community Services Administration
Regional Office
E-432, J.F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4022

Food and Nutrition Service
Regional Office
34 Third Ave.
Burlington, MA 01803
(617) 223-0275

General Services Administration
Business Service Center
John W. McCormack Post Office
and Courthouse
Boston, MA 02109
(617) 223-2868

Department of Health, Education, and Welfare
Regional Director
John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-6830

Department of Housing and Urban Development
Rm. 800 John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4066
HUD Boston Area Office
Bulfinch Bldg., 15 New Chardon St.
Boston, MA 02114
(617) 223-4111

Employment and Training Administration
J.F. Kennedy Bldg. Rm 1707
Boston, MA 02203
(617) 223-6439

Urban Mass Transportation Administration
Transportation Systems Center Technology Bldg.
55 Broadway Rm 277
Cambridge, MA 02142
(617) 494-2055

Developmental Disabilities State Agency

Department of Mental Health,
Retardation and Hospitals
Aime J. Forand Bldg.
600 New London Ave.
Cranston, RI 02920

Epilepsy Foundation of America

Rhode Island State Chapter
17 Exchange St., Suite 513
Providence, RI 02903

Association for Retarded Citizens

Rhode Island ARC
Craik Bldg., 2845 Post Rd.
Warwick, RI 02886

United Cerebral Palsy, Inc.

UCP of Rhode Island
300 Knight St.
Warwick, RI 02886

National Society for Autistic Children, Inc.

Contact:
Mr. Gerald Oster
936 Smithfield Ave.
Lincoln, RI 02865

South Carolina

Federal Agency Regional Offices

ACTION Region IV
730 Peachtree St., NE
Room #895
Atlanta, GA 30308
(404) 526-3337

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303
(404) 526-4405

Civil Service Commission
1340 Spring St., NW
Atlanta, GA 30309
(404) 526-2436

Community Services Administration
730 Peachtree St., NE
Atlanta, GA 30308
(404) 526-3172

Food and Nutrition Service
1100 Spring St., NW, Rm 200
Atlanta, GA 30309
(404) 526-5259

General Services Administration
Business Service Center
1776 Peachtree St., NW
Atlanta, GA 30309
(404) 526-5661

Department of Health, Education, and Welfare
50 Seventh Ave., NE
Atlanta, GA 30323
(404) 285-3524

Department of Housing and Urban Development
Room 211, Pershing Point Plaza
1371 Peachtree St., NE
Atlanta, GA 30309
(404) 526-5585
HUD Columbia Area Office
1801 Main St., Jefferson Sq.
Columbia, SC 29202
(803) 765-5591

Employment and Training Administration
1371 Peachtree St., NE #405
Atlanta, GA 30309
(404) 881-4411

Urban Mass Transportation Administration
1720 Peachtree Rd., NW
Suite 501
Atlanta, GA 30309
(404) 881-3948

Developmental Disabilities State Agency

Division of Health and Social Development—DD Program
Office of the Governor
1800 St. Julian Pl.
Columbia, SC 29204

Epilepsy Foundation of America

Midland Epilepsy Association
5122 Sheldon Lane
Columbia, SC 20209

Association for Retarded Citizens

South Carolina ARC
P.O. Box 1564
Columbia, SC 29202

United Cerebral Palsy, Inc.

UCP of South Carolina
1216 Remount Rd.
North Charleston, SC 29406

National Society for Autistic Children, Inc.

Contact:
Ms. Amy Heins
P.O. Box 356
Mt. Pleasant, SC 29464

South Dakota

Federal Agency Regional Offices

ACTION Region VIII
514 Prudential Plaza Bldg.
1050 17th St.
Denver, CO 80202
(303) 837-2871

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
Building 20
Denver Federal Center
Denver, CO 80225
(303) 234-2023

Community Services Administration
Federal Bldg.
1961 Stout St., 12031
Denver, CO 80202
(303) 837-4488

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
Building 41
Denver Federal Center
Denver, CO 80225
(303) 234-2216

Department of Health, Education, and Welfare
Federal Office Bldg.
19th and Stout Sts.
Denver, CO 80202
(303) 837-2831

Department of Housing and Urban Development
Executive Tower
1405 Curtis St.
Denver, CO 80202
(303) 837-4513

Employment and Training Administration
1961 Stout St.
Denver, CO 80294
(303) 837-3031

Urban Mass Transportation Administration
Suite 1822, Prudential Plaza
1050 17th St.
Denver, CO 80202
(303) 837-3242

Developmental Disabilities State Agency

Division of Mental Health and Mental Retardation
Department of Social Services
New State Office Bldg.
Illinois St.
Pierre, SD 57501

Epilepsy Foundation of America

Sioux Falls Chapter
211 N. Prairie St.
Sioux Falls, SD 57184

Association for Retarded Citizens

South Dakota ARC
111 West Capitol Ave.
Pierre, SD 57501

United Cerebral Palsy, Inc.

UCP of South Dakota
RR 5 Box 244
Huron, SD 57350

Tennessee

Federal Agency Regional Offices

ACTION Region IV
730 Peachtree St., NE
Room #895
Atlanta, GA 30308
(404) 526-3337

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303
(404) 526-4405

Civil Service Commission
1340 Spring St., NW
Atlanta, GA 30309
(404) 526-2436

Community Services Administration
730 Peachtree St., NE
Atlanta, GA 30308
(404) 526-3172

Food and Nutrition Service
1100 Spring St., NW, Rm 200
Atlanta, GA 30309
(404) 526-5259

General Services Administration
Business Service Center
1776 Peachtree St., NW
Atlanta, GA 30309
(404) 526-5661

Department of Health, Education, and Welfare
50 Seventh Ave., NE
Atlanta, GA 30323
(404) 285-3524

Department of Housing and Urban Development
Room 211, Pershing Point Plaza
1371 Peachtree St., NE
Atlanta, GA 30309
(404) 526-5585

HUD Knoxville Area Office
1 Northshore Bldg.
1111 Northshore Dr.
Knoxville, TN 37919
(615) 584-8527

Employment and Training Administration
1371 Peachtree St., NE #405
Atlanta, GA 30309
(404) 881-4411

Urban Mass Transportation Administration
1720 Peachtree Rd., NW
Suite 501
Atlanta, GA 30309
(404) 881-3948

Developmental Disabilities State Agency

Tennessee Department of Mental Health
and Mental Retardation
501 Union Bldg.
4th Floor
Nashville, TN 37219

Epilepsy Foundation of America

Memphis Epilepsy Society
1835 Union Ave., Suite 209
Memphis, TN 38104

Association for Retarded Citizens

Tennessee ARC
1700 Hayes St., Suite 201
Nashville, TN 37203

United Cerebral Palsy, Inc.

UCP of Greater Chattanooga
4315 Brainerd Rd.
Chattanooga, TN 37411

National Society for Autistic Children, Inc.

Contact:
Ms. Kathy Nunnally
54 Deerfield
Jackson, TN

Texas

Federal Agency Regional Offices

ACTION Region VI
212 North St. Paul St.
Dallas, TX 75201
(214) 749-1361

Bureau of Outdoor Recreation
Regional Director
5000 Marble Ave., NE
Albuquerque, NM 87110
(505) 766-3515

Civil Service Commission
1100 Commerce St.
Dallas, TX 75202
(214) 749-3352

Community Services Administration
1200 Main Tower, M-100
Dallas, TX 75202
(214) 749-1301

Food and Nutrition Service
1100 Commerce St., Rm 5-A-16
Dallas, TX 75242
(214) 749-7106

General Services Administration
Business Service Center
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3284

Department of Health, Education, and Welfare
1200 Main Tower
Dallas, TX 75202
(214) 655-3258

Department of Housing and Urban Development
Rm 14C2, Earle Cabell Federal Bldg.
U.S. Courthouse
Dallas, TX 75242
(214) 749-7401

HUD Dallas Area Office (eastern, northern, and western Texas)
2001 Bryan Tower, 4th Floor
Dallas, TX 75201
(214) 749-1601

HUD San Antonio Area Office (southwestern Texas)
Kallison Bldg., 410 South Main Ave.
P.O. Box 9163
San Antonio, TX 78285
(512) 229-6800

Employment and Training Administration
Room 317
555 Griffin Sq. Bldg.
Dallas, TX 75202
(214) 749-2841

Urban Mass Transportation Administration
Suite 9A32
819 Taylor St.
Fort Worth, TX 76102
(817) 334-3787

Developmental Disabilities State Agency

Texas Department of Mental Health and Mental Retardation
Box 12668
Capitol Station
Austin, TX 78711

Epilepsy Foundation of America

Dallas Epilepsy Association
5415 Maple Ave., Suite 421
Dallas, TX 75235

Association for Retarded Citizens

Texas ARC
833 W. Houston
Austin, TX 78756

United Cerebral Palsy, Inc.

UCP of Texas
San Jacinto Bldg., Suite 201
221-223 East 9th St.
Austin, TX 78701

National Society for Autistic Children, Inc.

Texas Society for Autistic Citizens
Stokes Bldg.
314 W. 11th St.
Austin, TX 78701

Utah

Federal Agency Regional Offices

ACTION Region VIII
514 Prudential Plaza Bldg.
1050 17th St.
Denver, CO 80202
(303) 837-2671

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
Building 20
Denver Federal Center
Denver, CO 80225
(303) 234-2023

Community Services Administration
Federal Bldg.
1961 Stout St., 12031
Denver, CO 80202
(303) 837-4488

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
Building 41
Denver Federal Center
Denver, CO 80225
(303) 234-2216

Department of Health, Education, and Welfare
Federal Office Bldg.
19th and Stout Sts.
Denver, CO 80202
(303) 837-2831

Department of Housing and Urban Development
Executive Tower
1405 Curtis St.
Denver, CO 80202
(303) 837-4513

Employment and Training Administration
1961 Stout St.
Denver, CO 80294
(303) 837-3031

Urban Mass Transportation Administration
Suite 1822, Prudential Plaza
1050 17th St.
Denver, CO 80202
(303) 837-3242

Developmental Disabilities State Agency

Department of Social Services
Room 104
211 State Capitol Bldg.
Salt Lake City, UT 84114

Epilepsy Foundation of America

Epilepsy Association of Utah
Fort Douglas Bldg., 108
Salt Lake City, UT 84113

Association for Retarded Citizens

Utah ARC
1588 South Major
Salt Lake City, UT 84115

United Cerebral Palsy, Inc.

UCP of Utah
2500 Emigration Canyon
Salt Lake City, UT 84108

Vermont

Federal Agency Regional Offices

ACTION Region 1
John W. McCormack Federal Bldg.
Room #1420
Boston, MA 02109
(617) 223-4501

Bureau of Outdoor Recreation
Regional Director
Federal Office Building
600 Arch Street
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
J.W. McCormack Federal Bldg.
Post Office and Courthouse
Boston, MA 02109
(617) 223-2538

Community Services Administration
Regional Office
E-432, J.F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4022

Food and Nutrition Service
Regional Office
34 Third Ave.
Burlington, MA 01803
(617) 223-0275

General Services Administration
Business Service Center
John W. McCormack Post Office
and Courthouse
Boston, MA 02109
(617) 223-2868

Department of Health, Education, and Welfare
Regional Director
John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-6830

Department of Housing and Urban Development
Rm 800, John F. Kennedy Federal Bldg.
Boston, MA 02203
(617) 223-4066

HUD Manchester Area Office
New Federal Bldg., Chesnut St.
Manchester, NH 03101
(603) 666-7681

Employment and Training Administration
J.F. Kennedy Bldg. Rm 1707
Boston, MA 02203
(617) 223-6439

Urban Mass Transportation Administration
Transportation Systems Center Technology Bldg.
55 Broadway Rm 277
Cambridge, MA 02142
(617) 494-2055

Developmental Disabilities State Agency

Agency of Human Services
128 State Street
Montpelier, VT 05602

Epilepsy Foundation of America

Epilepsy Association of Vermont
210 South Main Street
Rutland, VT 05701

Association for Retarded Citizens

Vermont ARC
323 Pearl Street
Burlington, VT 05401

United Cerebral Palsy, Inc.

UCP of Vermont, Inc.
Hyde Park, VT 05655

National Society for Autistic Children, Inc.

Contact:
Ms. Blanka Moore
REF #2
Jay, VT 05859

Virginia

Federal Agency Regional Offices

ACTION Region III
320 Walnut St., 6th Floor
Philadelphia, PA 19106
(215) 597-0732

Bureau of Outdoor Recreation
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-4543

Community Services Administration
3535 Market St.
Philadelphia, PA 19106
(215) 596-6044

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
7th & D Sts., SW
Washington, DC 20407
(202) 472-1804

Department of Health, Education, and Welfare
Gateway Bldg.
36th and Market Sts.
P.O. Box 7760
Philadelphia, PA 19101
(215) 596-6421

Department of Housing and Urban Development
6th and Walnut Sts.
Philadelphia, PA 19106
(215) 597-2560
HUD District of Columbia Area Office
(including Northern Virginia)
Universal North Bldg.
1875 Connecticut Ave., NW
Washington, DC 20009
(202) 673-5837
HUD Richmond Area Office
701 East Franklin St.
Richmond, VA 23219
(804) 782-2721

Employment and Training Administration
P.O. Box 8796
Philadelphia, PA 19101
(215) 596-6346

Urban Mass Transportation Administration
434 Walnut St., 10th Floor
Philadelphia, PA 19106
(215) 597-8098

Developmental Disabilities State Agency

Department of Mental Retardation
109 Governor St.
Richmond, VA 23219
Construction Office:
Department of Health
1010 James Madison
Richmond, VA 23219

Epilepsy Foundation of America

Greater Tidewater Epilepsy Assn., Inc.
906 Ingleside Rd.
Norfolk, VA 23502

Blue Ridge Chapter of EFA
P.O. Box 8544
Roanoke, VA 24014

Association for Retarded Citizens

Virginia ARC
827 E. Main St., Suite 1801
Richmond, VA 23219

United Cerebral Palsy, Inc.

UCP of Virginia, Inc.
The Jefferson Hotel
Box 1397
Richmond, VA 23211

National Society for Autistic Children, Inc.

Contact:
Ms. Patricia Juhrs
4416 Lindenwood Ct.
Virginia Beach, VA 23456

Washington

Federal Agency Regional Offices

ACTION Region X
1601 Second Ave.
Seattle, WA 98101
(206) 442-4810

Bureau of Outdoor Recreation
Regional Director
915 Second Ave. Rm 990
Seattle, WA 98174
(206) 442-4706

Civil Service Commission
Federal Bldg. 26th Floor
915 Second Ave.
Seattle, WA 98104
(206) 442-7536

Community Services Administration
Arcade Plaza Bldg.
1321 2nd Ave.
Seattle, WA 98101
(206) 442-4957

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
GSA Center
Aubun, WA 98002
(206) 442-5556

Department of Health, Education, and Welfare
Arcade Plaza Bldg.
1321 Second Ave.
Seattle, WA 98101
(206) 442-1290

Department of Housing and Urban Development
Arcade Plaza Bldg.
1321 Second Ave.
Seattle, WA 98101
(206) 442-5414

HUD Portland Area Office (includes Clark, Klickitat, and Skamania Counties)
520 Southwest 6th Ave.
Portland, OR 97204
(503) 221-2561

HUD Seattle Area Office (except Clark, Klickitat, and Skamania Counties)
Arcade Plaza Bldg.
1321 Second Ave., Stop 409
Seattle, WA 98101
(206) 442-7456

Employment and Training Administration
Federal Bldg. Rm 1145
909 First Ave.
Seattle, WA 98174
(206) 442-5570

Urban Mass Transportation Administration
Federal Bldg., Suite 3106
915 Second Ave.
Seattle, WA 98174
(206) 442-4210

Developmental Disabilities State Agency

Department of Social and Health Services
Olympia, WA 98504
(206) 573-3900

Epilepsy Foundation of America

Western Washington State Epilepsy Society
145 NW 85th St. Rm 203
Seattle, WA 97117

Eastern Washington Epilepsy Society
348 Peyton Bldg.
Spokane, WA 99201

Association for Retarded Citizens

Contact:
Dr. Dave Alkins
3610 Surrey Dr., NE
Olympia, WA 98506

United Cerebral Palsy, Inc.

UCP of Washington
4409 Interlake Ave., N
Seattle, WA 98103

National Society for Autistic Children, Inc.

Contact:
Mr. Frank White
3202 36 West
Seattle, WA 98119

West Virginia

Federal Agency Regional Offices

ACTION Region III
320 Walnut St., 6th Floor
Philadelphia, PA 19106
(215) 597-0732

Bureau of Outdoor Recreation
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-4543

Community Services Administration
3535 Market St.
Philadelphia, PA 19106
(215) 596-6044

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
7th & D Sts., SW
Washington, DC 20407
(202) 472-1804

Department of Health, Education, and Welfare
Gateway Bldg.
36th and Market Sts.
P.O. Box 7760
Philadelphia, PA 19101
(215) 596-6421

Department of Housing and Urban Development
6th and Walnut Sts.
Philadelphia, PA 19106
(215) 597-2560

HUD Pittsburgh Area Office
(includes West Virginia)
Two Allegheny Center, Rm 1100
Pittsburgh, PA 15212
(412) 644-2802

Employment and Training Administration
P.O. Box 8796
Philadelphia, PA 19101
(215) 596-6346

Urban Mass Transportation Administration
434 Walnut St., 10th Floor
Philadelphia, PA 19106
(215) 597-8098

Developmental Disabilities State Agency

Health Department
1800 Washington St.
State Capitol
Charleston, WV 25305

Epilepsy Foundation of America

Mountain State Epilepsy League
1319 Sixth Ave.
Huntington, WV 25701

Association for Retarded Citizens

West Virginia ARC
Union Trust Bldg., Rm 614
Parkersburg, WV 26101

United Cerebral Palsy, Inc.

UCP of West Virginia, Inc.
P.O. Box 1561
Charleston, WV 25326

National Society for Autistic Children, Inc.

Contact:
Ms. Betty Barrett
Information and Referral Service
306 31st St.
Huntington, WV 25702

Wisconsin

Federal Agency Regional Offices

ACTION Region V
1 North Wacker Dr.
Chicago, IL 60606
(312) 353-1958

Bureau of Outdoor Recreation
Regional Director
3853 Research Park Dr.
Ann Arbor, MI 48104
(313) 769-3211

Civil Service Commission
Federal Office Bldg.
29th Floor
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-2901

Community Services Administration
300 South Wacker Dr., 24th Floor
Chicago, IL 60606
(312) 353-4367

Food and Nutrition Service
536 South Clark St.
Chicago, IL 60605
(312) 353-1044

General Services Administration
Business Service Center
230 S. Dearborn St.
Chicago, IL 60604
(312) 353-5383

Department of Health, Education, and Welfare
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-6791

Department of Housing and Urban Development
300 South Wacker Dr.
Chicago, IL 60606
(312) 353-5680

HUD Milwaukee Area Office
744 North 4th St.
Milwaukee, WI 53203
(414) 224-3221

Employment and Training Administration
230 Dearborn St.
Chicago, IL 60604
(312) 353-0131

Urban Mass Transportation Administration
300 South Wacker Dr., Suite 700
Chicago, IL 60606
(312) 353-0100

Developmental Disabilities State Agency

Department of Health and Social Services
Madison, WI 53702

Epilepsy Foundation of America

Wisconsin Epilepsy Association
1245 East Washington Ave.
Madison, WI 53703

Association for Retarded Citizens

Wisconsin ARC
2700 Laura Lane
Middleton, WI 53562

United Cerebral Palsy, Inc.

UCP of Wisconsin
315 West Gorham
Madison, WI 53703

National Society for Autistic Children, Inc.

Contact:
Ms. Renee Ramsdell
4333 Lilac Ln.
Madison, WI 53711

Wyoming

Federal Agency Regional Offices

ACTION Region VIII
514 Prudential Plaza Bldg.
1050 17th St.
Denver, CO 80202
(303) 837-2671

Bureau of Outdoor Recreation
Regional Director
P.O. Box 25387
Denver Federal Center
Denver, CO 80225
(303) 234-2534

Civil Service Commission
Building 20
Denver Federal Center
Denver, CO 80225
(303) 234-2023

Community Services Administration
Federal Bldg.
1961 Stout St., 12031
Denver, CO 80202
(303) 837-4488

Food and Nutrition Service
Post Office Bldg.
1823 Stout St., Rm 219
Denver, CO 80202
(303) 837-5741

General Services Administration
Business Service Center
Building 41
Denver Federal Center
Denver, CO 80225
(303) 234-2216

Department of Health, Education, and Welfare
Federal Office Bldg.
19th and Stout Sts.
Denver, CO 80202
(303) 837-2831

Department of Housing and Urban Development
Executive Tower
1405 Curtis St.
Denver, CO 80202
(303) 837-4513

Employment and Training Administration
1961 Stout St.
Denver, CO 80294
(303) 837-3031

Urban Mass Transportation Administration
Suite 1822, Prudential Plaza
1050 17th St.
Denver, CO 80202
(303) 837-3242

Developmental Disabilities State Agency

Mental Health and Mental Retardation Services
Department of Social Services
Hathaway Bldg.
Cheyenne, WY 82002

Epilepsy Foundation of America

Freemont County Epilepsy Association
460 Washaki
Lander, WY 82520

Association for Retarded Citizens

Wyoming ARC Box 1205
Cheyenne, WY 82001

United Cerebral Palsy, Inc.

South West District Office of UCPA
(214) 522-5300

District of Columbia

Federal Agency Regional Offices

ACTION Region III
320 Walnut St., 6th Floor
Philadelphia, PA 19106
(215) 597-0732

Bureau of Outdoor Recreation
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-7990

Civil Service Commission
Federal Bldg.
600 Arch St.
Philadelphia, PA 19106
(215) 597-4543

Community Services Administration
3535 Market St.
Philadelphia, PA 19106
(215) 596-6044

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
7th & D Sts., SW
Washington, DC 20407
(202) 472-1804

Department of Health, Education, and Welfare
Gateway Bldg.
36th and Market Sts.
P.O. Box 7760
Philadelphia, PA 19101
(215) 596-6421

Department of Housing and Urban Development
6th and Walnut Sts.
Philadelphia, PA 19106
(215) 597-2560
  HUD District of Columbia Area Office
    (also Montgomery and Prince Georges
    Counties in Maryland, and northern
    Virginia state)
  Universal North Bldg.
  1875 Connecticut Ave. NW
  Washington, DC 20009
  (202) 673-5837

Employment and Training Administration
P.O. Box 8796
Philadelphia, PA 19101
(215) 596-6346

Urban Mass Transportation Administration
434 Walnut St., 10th Floor
Philadelphia, PA 19106
(215) 597-8098

Developmental Disabilities State Agency

Department of Human Resources
1350 E St., NW
Washington, DC 20004

Epilepsy Foundation of America

Washington, DC, Area Chapter
5300 Waterview Dr.
Rockville, MD 20853

Association for Retarded Citizens

District of Columbia ARC
405 Riggs Rd., NE
Washington, DC 20011

United Cerebral Palsy, Inc.

District of Columbia UCP
4505 17th St., NW
Washington, DC 20011

Guam and American Samoa

Federal Agency Regional Offices

ACTION Region IX
100 McAllister St. Rm 2400
San Francisco, CA 94102
(415) 556-2092

Bureau of Outdoor Recreation
Regional Director
Box 36062
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0182

Civil Service Commission
Federal Bldg. Box 36010
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-0581

Community Services Administration
450 Golden Gate Ave.
Box 36008
San Francisco, CA 94102
(415) 556-5400

Food and Nutrition Service
550 Kearny St. Rm 400
San Francisco, CA 94108
(415) 556-4951

General Services Administration
525 Market St.
San Francisco, CA 94105
(415) 556-0877

Department of Health, Education, and Welfare
Federal Office Bldg.
50 Fulton St.
San Francisco, CA 94102
(415) 556-4447

Department of Housing and Urban Development
450 Golden Gate Ave.
Box 36003
San Francisco, CA 94102
(415) 556-4752
HUD San Francisco Area Office
(includes Guam and American Samoa)
Suite 1600, 1 Embarcadero Center
San Francisco, CA 94111
(415) 556-2238

Employment and Training Administration
Federal Bldg., Box 36084
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 556-7414

Developmental Disabilities State Agency

GUAM:
Vocational Rehabilitation Department
P.O. Box 10-C
Agana, Guam 96910

Puerto Rico

Federal Agency Regional Offices

ACTION Region II
26 Federal Plaza
Room #1609
New York, NY 10007
(212) 264-2900

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, Ga 30303
(404) 526-4405

Civil Service Commission
New Federal Bldg.
26 Federal Plaza
New York, NY 10007
(212) 264-0440

Community Services Administration
26 Federal Plaza 32nd Floor
New York, NY 10007
(212) 264-2995

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, ext. 200

General Services Administration
Business Service Center
26 Federal Plaza (2-Fl)
New York, NY 10007
(212) 264-1234

Department of Health, Education, and Welfare
Federal Bldg.
26 Federal Plaza
New York, NY 10007
(212) 264-4485

Department of Housing and Urban Development
26 Federal Plaza, Rm 3541
New York, NY 10007
(212) 264-8068
HUD San Juan, Commonwealth Area Office
P.O. Box 3869, GPO
San Juan, PR 00936
(809) 763-6363

Employment and Training Administration
1515 Broadway Rm 3713
New York, NY 10036
(212) 399-5445

Urban Mass Transportation Administration
26 Federal Plaza, Suite 507
New York, NY 10007
(212) 264-8162

Developmental Disabilities State Agency

Puerto Rico Department of Health
Ponce de Leon Ave.
Santurce, PR 00908

Epilepsy Foundation of America

Epilepsy Society of Puerto Rico
Ruiz Soler
Calle Marginal-Final
Bayamon, PR 00619

Association for Retarded Citizens

Puerto Rico ARC
GPO Box 1904
San Juan, PR 00936

National Society for Autistic Children, Inc.

Contact:
Mr. Wilfredo C Gonzalez
Calle 37GG2 Jardines DeCaparra
Bayamon, PR 00619

Virgin Islands

Federal Agency Regional Offices

ACTION Region II
26 Federal Plaza
Room #1609
New York, NY 10007
(212) 264-2900

Bureau of Outdoor Recreation
Regional Director
148 Cain St.
Atlanta, GA 30303

Civil Service Commission
New Federal Bldg.
26 Federal Plaza
New York, NY 10007
(212) 264-0440

Community Services Administration
26 Federal Plaza 32nd Floor
New York, NY 10007
(212) 264-2995

Food and Nutrition Service
1 Vahlsing Center
Robbinsville, NJ 08691
(609) 452-1212, Ext. 200

General Services Administration
Business Service Center
26 Federal Plaza (2-Fl)
New York, NY 10007
(212) 264-1234

Department of Health, Education, and Welfare
Federal Bldg.
26 Federal Plaza
New York, NY 10007
(212) 264-8068

Department of Housing and Urban Development
26 Federal Plaza, Rm 3541
New York, NY 10007
(212) 264-8068

HUD San Juan, Commonwealth Area Office
P.O. Box 3869, GPO
San Juan, PR 00936
(809) 763-6363

Employment and Training Administration
1515 Broadway Rm 3713
New York, NY 10036
(212) 399-5445

Developmental Disabilities State Agency

CC & DD Services and Maternal and Child Health
P.O. Box 520
Estate SLOB
Christiansted, St. Croix
U.S. Virgin Islands 00820

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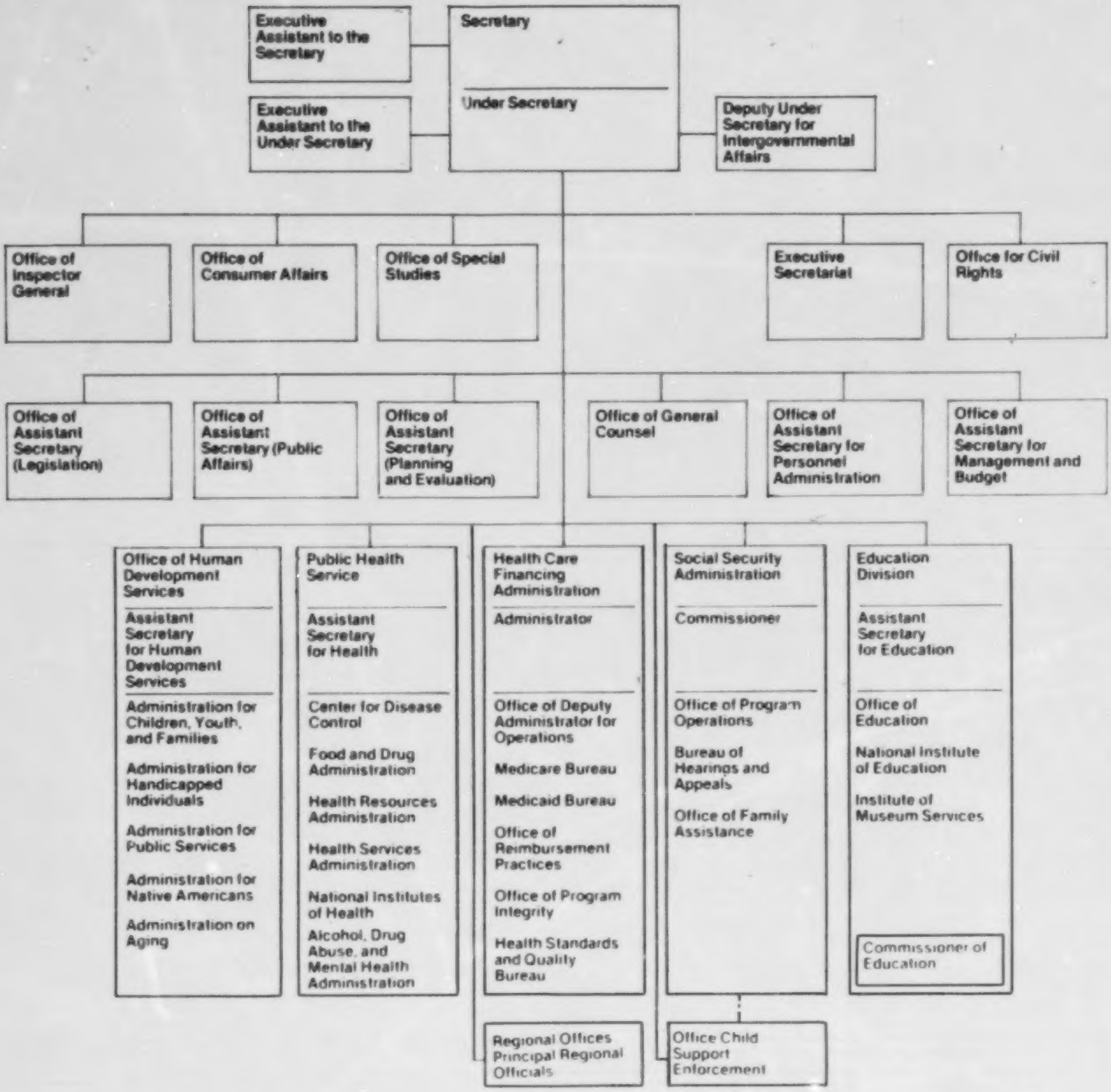
Figure A.1

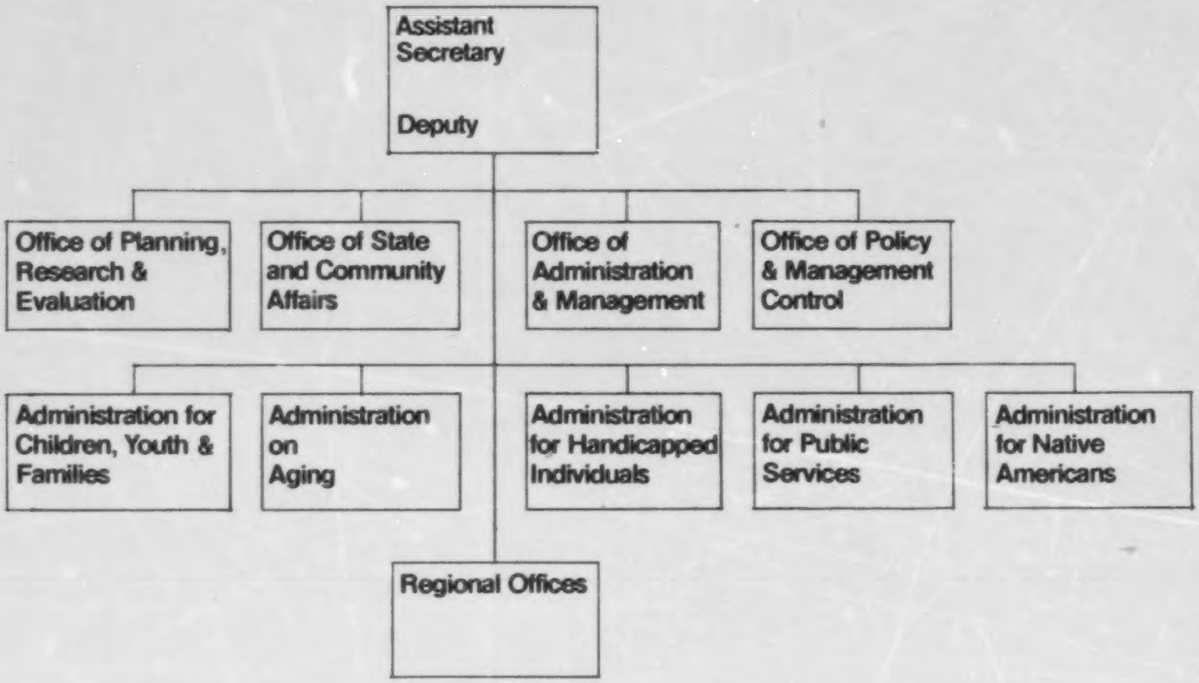
Department of Health, Education, and Welfare


Executive Assistant to the Secretary
Secretary
Under Secretary
Executive Assistant to the Under Secretary
Deputy Under Secretary for Intergovernmental Affairs
Office of Inspector General
Office of Consumer Affairs
Office of Special Studies
Executive Secretariat
Office for Civil Rights
Office of Assistant Secretary (Legislation)
Office of Assistant Secretary (Public Affairs)
Office of Assistant Secretary (Planning and Evaluation)
Office of General Counsel
Office of Assistant Secretary for Personnel Administration
Office of Assistant Secretary for Management and Budget
Office of Human Development Services
Assistant Secretary for Human Development Services
Administration for Children, Youth, and Families
Administration for Handicapped Individuals
Administration for Public Services
Administration for Native Americans
Administration on Aging
Public Health Service
Assistant Secretary for Health
Center for Disease Control
Food and Drug Administration
Health Resources Administration
Health Services Administration
National Institutes of Health
Alcohol, Drug Abuse, and Mental Health Administration
Health Care Financing Administration
Administrator
Office of Deputy Administrator for Operations
Medicare Bureau
Medicaid Bureau
Office of Reimbursement Practices
Office of Program Integrity
Health Standards and Quality Bureau
Social Security Administration
Commissioner
Office of Program Operations
Bureau of Hearings and Appeals
Office of Family Assistance
Education Division
Assistant Secretary for Education
Office of Education
National Institute of Education
Institute of Museum Services
Commissioner of Education
Regional Offices Principal Regional Officials
Office Child Support Enforcement

Source: Department of Health, Education, and Welfare

Figure A.2

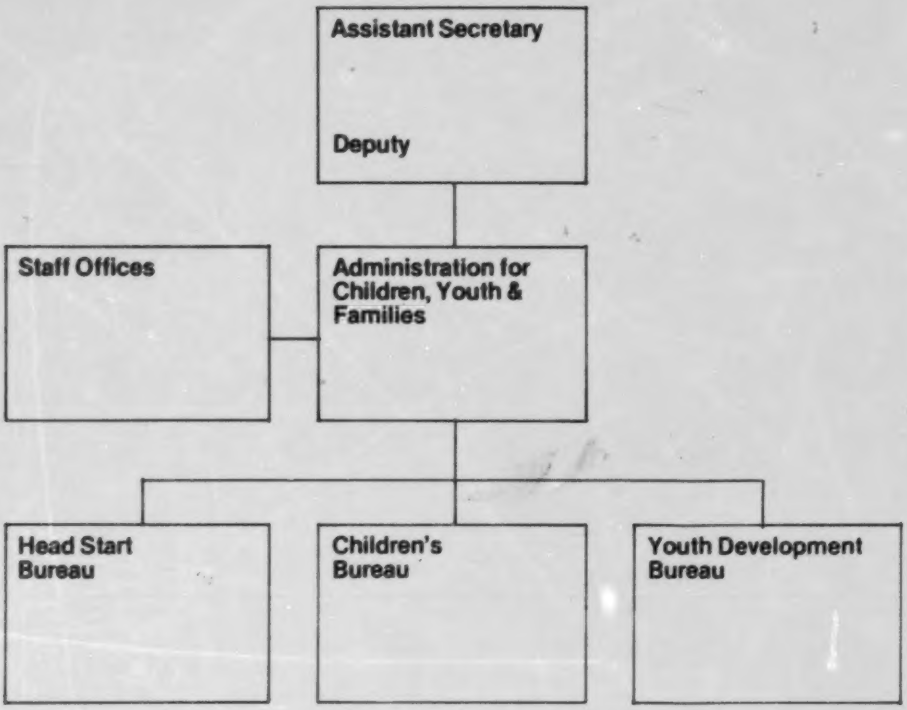
Office of Human Development Services


Assistant Secretary
Deputy
Office of Planning, Research & Evaluation
Office of State and Community Affairs
Office of Administration & Management
Office of Policy & Management Control
Administration for Children, Youth & Families
Administration on Aging
Administration for Handicapped Individuals
Administration for Public Services
Administration for Native Americans
Regional Offices

Source: Department of Health, Education and Welfare

Figure A.3

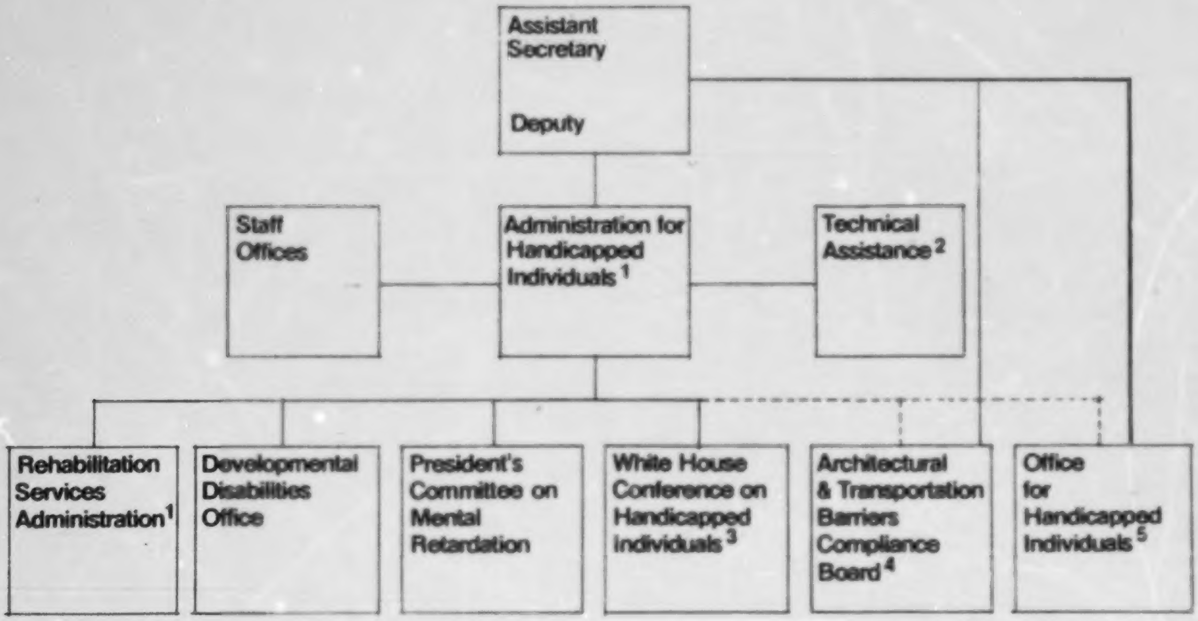
Administration for Children Youth and Families


Assistant Secretary
Deputy
Staff Offices
Administration for Children, Youth & Families
Head Start Bureau
Children's Bureau
Youth Development Bureau

Source: Department of Health, Education and Welfare

Figure A.4

Administration for Handicapped Individuals


Assistant Secretary
Deputy
Staff Offices
Administration for Handicapped Individuals[1]
Technical Assistance[2]
Rehabilitation Services Administration[1]
Developmental Disabilities Office
President's Committee on Mental Retardation
White House Conference on Handicapped Individuals[3]
Architectural & Transportation Barriers Compliance Board[4]
Office for Handicapped Individuals[5]

Notes:

1. *Commissioner of the Administration for Handicapped Individuals also serves as Commissioner of the Rehabilitation Services Administration.*
2. *In addition to other staff elements within the Office of the Commissioner, a technical assistance unit will be established to provide guidance and expertise to states, local governments, and other provider and consumer groups.*
3. *The White House Conference on Handicapped Individuals staff (33 are detailees) will be absorbed in other organizations when work is completed at the end of FY 77.*
4. *The Assistant Secretary will continue to serve as the Chairperson of the ATBCB, although the Commissioner's Office will provide liaison with Board staff and with other member agency representatives.*
5. *The Office for Handicapped Individuals will report directly to the ASHD, but will coordinate all activities closely with the AHI Commissioner.*

Source: Department of Health, Education, and Welfare

Mental Retardation Research Centers

Mental Retardation Research Centers were first established by legislation in 1963 with the basic goal of constructing facilities for research and research related services. Activities are related to the biological, medical, social and behavorial development of mentally retarded people.

Mental Retardation Program
The Neuropsychiatric Institute
Center for the Health Sciences
University of California at Los Angeles
760 Westwood Plaza
Los Angeles, CA 90024
(213) 825-0121

John F. Kennedy Child Development Center
University of Colorado Medical Center
4200 East Ninth Ave.
Denver, CO 80220
(303) 394-7439

Silvain and Arma Wyler Children's
Hospital and Research Facilities
University of Chicago
School of Medicine
Chicago, IL 60636
(312) 694-6211

Center for Research in Human Development
223 New Haworth Hall
University of Kansas
Lawrence, KS 66045
(913) 864-4295

Child Development Research and
Evaluation Center
Boston Children's Hospital Medical Center
300 Longwood Ave.
Boston, MA 02115
(617) 734-6000 ext. 2581

Eunice Kennedy Shriver Center
for Mental Retardation
200 Trapelo Rd.
Waltham, MA 02154
(617) 893-3500

Rose F. Kennedy Center for Research in
Retardation and Human Development
Albert Einstein College of Medicine
Eastchester Road and Morris Park Ave.
Bronx, NY 10461
(212) 430-2413

Child Development and Mental Retardation
Institute
University of North Carolina
Chapel Hill, NC 27514
(919) 933-1091

Institute for Developmental Research
The Children's Hospital Research
Foundation
Department of Pediatrics
Elland Ave. and Bethesda
Cincinnati, OH 45229
(513) 559-4471

John F. Kennedy Center for Research
on Education and Human Development
George Peabody College for Teachers
Box 40
Nashville, TN 37203
(615) 327-8242

Mental Retardation and Child
Development Center
University of Washington
Seattle, WA 98105
(206) 543-3224

Harry A. Waisman Center on Mental
Retardation and Human Development
University of Wisconsin
1500 Highland Ave.
Madison, WI 53706

Research and Training Centers

Research and training (R&T) centers were first established by legislation in 1962, with the basic goal of increasing the number of properly trained professionals in the field of vocational rehabilitation. "Vocational rehabilitation professionals" has always been interpreted in the broadest sense to include persons such as physicians, social workers, physical therapists, and speech therapists in addition to vocational rehabilitation counselors.

Medical Rehabilitation Centers

Baylor College of Medicine
Medical Rehabilitation Research and Training Center
1333 Moursund Ave.
Houston, TX 77030
(713) 797-1440 Ext. 228

Emory University
School of Medicine
Center for Rehabilitation Medicine
1431 Clifton Rd.
Atlanta, GA 30322
(404) 329-5583

George Washington University
Medical Rehabilitation Research and Training Center
Ross Hall, Rm 714
2300 Eye St., NW
Washington, DC 21137
(202) 676-3801

New York University
Medical Rehabilitation Research and Training Center
400 East 34th St.
New York, NY 10016
(212) 679-3200

Northwestern University
Rehabilitation Institute of Chicago
345 East Superior St.
Chicago, IL 60611
(312) 649-6019

Temple University
Suite 201
12th and Tabor Rd.
Philadelphia, PA 19141
(215) 329-9580 ext. 61

Tufts University
Medical Rehabilitation Research and Training Center
171 Harrison Ave.
Boston, MA 02111
(617) 956-5622

University of Alabama
Medical Rehabilitation Research and Training Center
1717 Sixth Ave., South
Birmingham, AL 35233
(205) 934-3450

University of Colorado Medical Center
4200 E. Ninth Ave., Box C242
Denver, CO 80262
(303) 394-7267

University of Minnesota
Medical Rehabilitation Research and Training Center
860 Mayo Bldg.
Minneapolis, MN 55455
(612) 373-8990

University of Washington
Medical Rehabilitation Research and Training Center
cc814 RJ-30
Seattle, WA 98195
(206) 543-3600

Deafness Rehabilitation Centers

New York University
NYU Deafness Rehabilitation Research and Training Center
80 Washington Square East
New York, NY 10003
(212) 598-2305

Research and Training Center—Mental Health Services for the Deaf
University of California
Langley Porter Institute
San Francisco, CA 94102
(415) 731-9150

Vocational Rehabilitation Centers

University of Arkansas
Arkansas Vocational Rehabilitation Research and Training Center
Fayetteville, AR 72701
(501) 575-3656

University of West Virginia
West Virginia Vocational Rehabilitation Research and Training Center
Institute, WV 25112
(304) 348-6340

University of Wisconsin-Stout
Vocational Rehabilitation Research and Training Center
Stout Vocational Rehabilitation Institute
Menomonie, WI 54751
(715) 232-1389

Mental Retardation Training Centers

Texas Tech University
Research and Training Center in Mental Retardation
P.O. Box 4510
Lubbock, TX 79409
(806) 742-3131

University of Oregon
College of Education
Mental Retardation Rehabilitation Research and Training Center
212 Clinical Services Bldg.
Eugene, OR 97403
(503) 686-3585

University of Wisconsin
Waisman Center on Mental Retardation and Human Development
2605 Marsh Lane
Madison, WI 53706
(608) 263-5940

University Affiliated Facilities

University affiliated facilities (UAF) were first established by legislation in 1963 with the basic goal of developing cooperation and mutual exchange between the academic university world and providers of community services.

University of Alabama at Birmingham
Center for Developmental and Learning Disorders
1720 Seventh Avenue, South
Birmingham, AL 35294
(205) 934-5471

Universit[illegible] California - Irvine
Division of Clinical Genetics and Developmental Disabilities
Department of Pediatrics
California College of Medicine
Irvine, CA 90024
(714) 634-5786

UCLA
The Neuropsychiatric Institute
Mental Retardation Program
760 Westwood Plaza
Los Angeles, CA 90024
(213) 825-0447

University of Southern California
University Affiliated Program
Children's Hospital of Los Angeles
4650 Sunset Boulevard
Los Angeles, CA 90027
(213) 660-2450 ext. 2781

University of Colorado Medical Center
John F. Kennedy Child Development Center
4200 East 9th Avenue
Denver, CO 80220
(303) 394-7224

University of Miami
Mailman Center for Child Development
P.O. Box 520006, Biscayne Annex
Miami, FL 33152
(305) 547-6868

Georgia Retardation Center
4770 North Peachtree Road
Atlanta, GA 30341
(404) 393-7157

Athens Unit
Georgia Retardation Center
850 College Station Road
Athens, GA 30601
(404) 542-8970

Illinois Institute for Developmental Disabilities
1640 West Roosevelt Road
Chicago, IL 60608
(312) 341-8000

Indiana University Medical Center
Riley Child Development Center
1100 West Michigan Street
Indianapolis, IN 47401
(317) 264-3760

University of Indiana
Developmental Training Center
2853 East 10th Street
Bloomington, IN 47401
(812) 337-0672

University of Iowa
University Hospital School
University of Iowa
Iowa City, IA 52242
(319) 353-5847

Kansas UAF Central Office
Bureau of Child Research
223 Haworth Street
Lawrence, KS 66045
(913) 864-4295

University of Kansas Medical Center
Herbert C. Miller Clinic
Rainbow Boulevard at 39th Street
Kansas City, KS
(913) 588-5917

University of Kansas
John T. Stewart Children's Center
352 New Haworth Hall
Lawrence, KS 66045
(913) 864-4950

Parsons University Affiliated Facility and Training Center
Parsons State Hospital
2601 Gabriel
Parsons, KS 67357
(316) 421-6550 ext. 387

University of Kentucky
Human Development Program
2050 Versailles Road
Lexington, KY 40504
(606) 233-6317

Louisiana State University Medical Center
Developmental Disabilities Center for Children
1100 Florida Avenue
New Orleans, LA 70119
(504) 949-7541

Johns Hopkins University
The John F. Kennedy Institute
707 North Broadway
Baltimore, MD 21205
(301) 955-4004

Children's Hospital Medical Center
Developmental Evaluation Clinic
300 Longwood Avenue
Boston, MA 02115
(617) 734-6000 ext. 2101

Walter E. Fernald State School
Eunice Kennedy Shriver Center
200 Trapelo Road
Waltham, MA 02154
(617) 893-3500

University of Michigan
Institute for the Study of Mental Retardation and Related Disabilities
130 South First Street
Ann Arbor, MI 48108
(313) 763-3171

Child Development Section
St. Paul-Ramsey Hospital and Medical Center
St. Paul, MN 55101
(612) 221-3660

Division of Mental Retardation
Department of Mental Health
1401 Woolfolk Building
Jackson, MS 39210
(601) 354-6692

St. Louis University
Child Development Clinic
1401 South Grand Boulevard
St. Louis, MO 63104
(314) 772-7990

University of Nebraska
Meyer Children's Rehabilitation Inst.
444 South 44th Street
Omaha, NE 68131
(402) 541-4730

Kean College of New Jersey
Institute of Child Study
Union, NJ 07083
(201) 527-2326

Albert Einstein College of Medicine of Yeshiva University
Rose F. Kennedy Center
1410 Pelham Parkway South
Bronx, NY 10461
(212) 430-2440

New York Medical College
Mental Retardation Institute
Valhalla, NY 10595
(914) 347-5398

Developmental Disabilities Center
The Roosevelt Hospital
428 West 59th Street
New York, NY 10019
(212) 554-6684

University of Rochester
School of Medicine and Dentistry and Strong Memorial Hospital
601 Elmwood Avenue
Rochester, NY 14642
(716) 461-2800

University of North Carolina
Division for Disorders of Development and Learning
Biological Sciences Research Center 220H
Chapel Hill, NC 27514
(919) 966-4417

Southeast Mental Health and Retardation Center
Post Office Box 2083
700 1st Avenue, South
Fargo, ND 58102
(701) 237-5413

University Affiliated Program Center for Human Development
Ohio University
Parks Hall
Athens, OH 45701
(614) 594-5921

University of Cincinnati
University Affiliated Cincinnati Center for Developmental Disorders
Elland and Bethesda Avenues
Cincinnati, OH 45229
(513) 559-4623

Ohio State University
The Nisonger Center
1580 Cannon Drive
Columbus, OH 43210
(614) 422-8365

University of Oregon
Center on Human Development
Eugene, OR 97403
(503) 686-3591

University of Oregon Health Sciences Center
Crippled Children's Division
3181 S.W. Sam Jackson Park Road
Portland, OR 97201
(503) 225-8369

Temple University & St. Christopher's Developmental Disabilities Center/UAF
Ritter Hall Annex
Temple University
Philadelphia, PA 19122
(215) 787-1356

Child Development Center
593 Eddy Street
Providence, RI 02902
(401) 277-5927

UAF Program of South Carolina
c/o Human Development Center
Winthrop College
Rock Hill, SC 29733
(803) 323-2244

University of Tennessee
Child Development Center
711 Jefferson Avenue
Memphis, TN 38105
(901) 528-6503

University of Texas Health Science Center at Dallas
Southwestern Medical School
Department of Pediatrics
5323 Harry Hines Boulevard
Dallas, TX 75235
(214) 526-0990

Utah State University
Exceptional Child Center
Logan, UT 84321
(801) 752-4100 ext. 8273

University of Washington
Child Development and Mental Retardation Center
University of Washington, WJ-10
Seattle, WA 98105
(206) 543-3224

West Virginia University
College of Human Resources and Education
University Affiliated Center for Developmental Disabilities
504 Allen Hall
Morgantown, WV 26506
(304) 293-4692

University of Wisconsin
Waisman Center on Mental Retardation and Human Development
1500 Highland Avenue
Madison, WI 53706
(608) 263-5888

Georgetown University Medical Center
University Affiliated Program for Child Development
3800 Reservoir Road, N.W.
Washington, DC 20007
(202) 625-7675

Committees and Subcommittees of the U.S. Congress Primarily Responsible for Legislation Relating to the Developmentally Disabled

Senate

Committee on Agriculture, Nutrition, and Forestry

Herman E. Talmadge (D-Ga.), Chairman
109 Russell Senate Office Building
Washington, DC 20510

Democrats

James O. Eastland, Miss.
George S. McGovern, S.Dak.
James B. Allen, Ala.
Hubert H. Humphrey, Minn.
Walter Huddleston, Ky.
Dick Clark, Iowa
Richard B. Stone, Fla.
Patrick J. Leahy, Vt.
Edward Zorinsky, Nebr.
John Melcher, Mont.

Republicans

Robert Dole, Kans.
Milton R. Young, N.Dak.
Carl T. Curtis, Nebr.
Henry Bellmon, Okla.
Jesse A. Helms, N.C.
S.I. Hayakawa, Calif.
Richard G. Lugar, Ind.

Subcommittee on Nutrition

George S. McGovern (D-S. Dak.), Chairman
4239 Dirksen Senate Office Building
Washington, DC 20510

Democrats

Hubert H. Humphrey, Minn.
Patrick, J. Leahy, Vt.
John Melcher, Mont.

Republicans

Robert Dole, Kans.
Henry Bellmon, Okla.
Jesse A. Helms, N.C.

Committee on Appropriations

Democrats

Warren G. Magnuson, Wash.
John C. Stennis, Miss.
Robert C. Byrd, W. Va.
William Proxmire, Wis.
Daniel K. Inouye, Hawaii
Ernest F. Hollings, S.C.
Birch Bayh, Ind.
Thomas F. Eagleton, Mo.
Lawton Chiles, Fla.
J. Bennett Johnston, La.
Walter D. Huddleston, Ky.
Quentin N. Burdick, N.D.
Patrick J. Leahy, Vt.
James R. Sasser, Tenn.
Dennis DeConcini, Ariz.

Republicans

Milton R. Young, N.D.
Clifford P. Case, N.J.
Edward W. Brooke, Mass.
Mark O. Hatfield, Ore.
Ted Stevens, Alaska
Charles McC.. Mathias, Jr., Md.
Richard S. Schweiker, Pa.
Henry Bellmon, Okla.
Lowell P. Weicker, Conn.

Subcommittee on Agriculture and Related Agencies

Thomas F. Eagleton (D-Mo.), Chairman
1213 Dirksen Senate Office Building
Washington, DC 20510

Democrats

John C. Stennis, Miss.
William Proxmire, Wis.
Robert C. Byrd, W.Va.
Daniel K. Inouye, Hawaii
Birch Bayh, Ind.
Lawton Chiles, Fla.
Quentin Burdick, N.Dak.

Republicans

Henry Bellmon, Okla.
Milton R. Young, N.Dak.
Mark O. Hatfield, Oreg.
Ted Stevens, Alaska

Subcommittee on HUD-Independent Agencies

William Proxmire, (D-Wis.), Chairman
5241 Dirksen Senate Office Building
Washington, DC 20510

Democrats

John C. Stennis, Miss.
Birch Bayh, Ind.
Walter D. Huddleston, Ky.
Patrick J. Leahy, Vt.
James R. Sasser, Tenn.

Republicans

Charles McC. Mathias, Jr., Md.
Clifford P. Case, N.J.
Edward W. Brooke, Mass.
Henry Bellmon, Okla.

Subcommittee on Labor, Health, Education, and Welfare

Warren G. Magnuson, (D-Wash.), Chairman
127 Russell Senate Office Building
Washington, DC 20510

Democrats	**Republicans**
Robert C. Byrd, W. Va.	Edward W. Brooke, Mass.
William Proxmire, Wis.	Clifford P. Case, N.J.
Ernest F. Hollings, S.C.	Richard S. Schweiker, Pa.
Thomas F. Eagleton, Mo.	Charles McC. Mathias, Jr., Md.
Birch Bayh, Ind.	
Lawton Chiles, Fla.	
Quentin N. Burdick, N.D.	

Subcommittee on State, Justice, Commerce, The Judiciary

Ernest F. Hollings, (D-S.C.), Chairman
115 Russell Senate Office Building
Washington, DC 20510

Democrats	**Republicans**
Warren G. Magnuson, Wash.	Lowell P. Weicker, Conn.
Thomas F. Eagleton, Mo.	Edward W. Brooke, Mass.
Daniel K. Inouye, Hawaii	Mark O. Hatfield, Ore.
Quentin N. Burdick, N.D.	Ted Stevens, Alaska
Patrick J. Leahy, Vt.	
Dennis DeConcini, Ariz.	

Subcommittee on Transportation

Birch Bayh, (D-Ind.), Chairman
363 Russell Senate Office Building
Washington, DC 20510

Democrats	**Republicans**
Robert C. Byrd, W. Va.	Clifford P. Case, N.J.
John C. Stennis, Miss.	Charles M. Mathias, Md.
Warren G. Magnuson, Wash.	Lowell P. Weicker, Conn.
Thomas F. Eagleton, Mo.	
J. Bennett Johnston, La.	

Committee on Banking, Housing and Urban Affairs

William Proxmire, (D-Wis.), Chairman
5241 Dirksen Senate Office Building
Washington, DC 20510

Democrats

John Sparkman, Ala.
Harrison A. Williams, N.J.
Thomas J. McIntyre, N.H.
Alan Cranston, Calif.
Adlai E. Stevenson, Ill.
Robert Morgan, N.C.
Donald W. Riegle, Mich.
Paul S. Sarbanes, Md.

Republicans

Edward W. Brooke, Mass.
John Tower, Tex.
Jake Garn, Utah
H. John Heinz, Pa.
Richard G. Lugar, Ind.
Harrison H. Schmitt, N.M.

Subcommittee on Housing and Urban Affairs

John Sparkman, (D-Ala.), Chairman
3203 Dirksen Senate Office Building
Washington, DC 20510

Democrats

William Proxmire, Wis.
Harrison A. Williams, N.J.
Thomas J. McIntyre, N.H.
Alan Cranston, Calif.
Adlai E. Stevenson, Ill.
Robert Morgan, N.C.
Donald W. Riegle, Mich.
Paul S. Sarbanes, Md.

Republicans

Edward W. Brooke, Mass.
John Tower, Tex.
Jake Garn, Utah
H. John Heinz, Pa.
Richard G. Lugar, Ind.
Harrison H. Schmitt, N.M.

Subcommittee on Rural Housing

Robert Morgan, (D-N.C.), Chairman
2109 Dirksen Senate Office Building
Washington, DC 20510

Democrats

John Sparkman, Ala.

Republicans

Jake Garn, Utah

Committee on Budget

Edmund S. Muskie, (D-Maine), Chairman
145 Russell Senate Office Building
Washington, DC 20510

Democrats

Warren G. Magnuson, Wash.
Ernest F. Hollings, S.C.
Alan Cranston, Calif.
Lawton Chiles, Fla.
James Abourezk, S.D.
Joseph R. Biden, Del.
J. Bennett Johnston, La.
Wendell R. Anderson, Minn.
James R. Sasser, Tenn.

Republicans

Henry Bellmon, Okla.
Robert Dole, Kan.
James A. McClure, Idaho
Pete V. Domenici, N.M.
S.I. Hayakawa, Calif.
H. John Heinz, Pa.

Committee on Finance

Russell B. Long, (D-La.), Chairman
217 Russell Senate Office Building
Washington, DC 20510

Democrats

Herman E. Talmadge, Ga.
Abraham Ribicoff, Conn.
Harry F. Byrd, Jr., Va.
Gaylord Nelson, Wis.
Mike Gravel, Alaska
Lloyd Bentsen, Tex.
William D. Hathaway, Maine
Floyd K. Haskell, Colo.
Spark M. Matsunaga, Hawaii
Daniel P. Moynihan, N.Y.

Republicans

Carl T. Curtis, Neb.
Clifford P. Hansen, Wyo.
Robert Dole, Kan.
Bob Packwood, Ore.
William V. Roth, Jr., Del.
Paul Laxalt, Nev.
John C. Danforth, Mo.

Subcommittee on Health

Herman E. Talmadge, (D-Ga.), Chairman
109 Russell Senate Office Building
Washington, DC 20510

Democrats

Abraham Ribicoff, Conn.
Gaylord Nelson, Wis.
Lloyd Bentsen, Tex.
Spark M. Matsunaga, Hawaii

Republicans

Robert Dole, Kan.
Paul Laxalt, Nev.
John C. Danforth, Mo.

Subcommittee on Social Security

Gaylord Nelson, (D-Wis.), Chairman
221 Russell Senate Office Building
Washington, DC 20510

Democrats

Abraham Ribicoff, Conn.
Floyd K. Haskell, Colo.

Republicans

Paul Laxalt, Nev.
John C. Danforth, Mo.

Subcommittee on Unemployment Compensation, Revenue Sharing and Economic Problems

William D. Hathaway, (D-Maine), Chairman
248 Russell Senate Office Building
Washington, DC 20510

Democrats

Harry F. Byrd, Jr., Va.
Daniel P. Moynihan, N.Y.

Republicans

William V. Roth, Jr., Del.
Robert Dole, Kan.

Subcommittee on Public Assistance

Daniel P. Moynihan, (D-N.Y.), Chairman
1107 Dirksen Senate Office Building
Washington, DC 20510

Democrats

Russell B. Long, La.
William D. Hathaway, Maine

Republicans

John C. Danforth, Mo.
Carl T. Curtis, Neb.

Committee on Human Resources

Harrison A. Williams, (D-N.J.), Chairman
352 Russell Senate Office Building
Washington, DC 20510

Democrats

Jennings Randolph, W. Va.
Claiborne Pell, R.I.
Edward M. Kennedy, Mass.
Gaylord Nelson, Wis.
Thomas F. Eagleton, Mo.
Alan Cranston, Calif.
William D. Hathaway, Maine
Donald W. Riegle, Mich.

Republicans

Jacob K. Javits, N.Y.
Richard S. Schweiker, Pa.
Robert T. Stafford, Vt.
Orrin G. Hatch, Utah
John H. Chafee, R.I.
S.I. Hayakawa, Calif.

Subcommittee on Child and Human Development

Alan Cranston, (D-Calif.), Chairman
229 Russell Senate Office Building
Washington, DC 20510

Democrats

Donald W. Riegle, Mich.

Republicans

S.I. Hayakawa, Calif.

Subcommittee on Education, Arts and Humanities

Claiborne Pell, (D-R.I.), Chairman
325 Russell Senate Office Building
Washington, DC 20510

Democrats

Jennings Randolph, W. Va.
Edward M. Kennedy, Mass.
Thomas F. Eagleton, Mo.

Republicans

Robert T. Stafford, Vt.
Richard S. Schweiker, Pa.
S.I. Hayakawa, Calif.

Subcommittee on Employment, Porverty and Migratory Labor

Gaylord Nelson, (D-Wis.), Chairman
221 Russell Senate Office Building
Washington, DC 20510

Democrats

Alan Cranston, Calif.
William D. Hathaway, Maine
Donald W. Riegle, Mich.

Republicans

Jacob K. Javits, N.Y.
Orrin G. Hatch, Utah
John H. Chafee, R.I.

Subcommittee on Handicapped

Jennings Randolph, (D-W.Va.), Chairman
5121 Dirksen Senate Office Building
Washington, DC 20510

Democrats

Harrison A. Williams, N.J.
Thomas F. Eagleton, Mo.

Republicans

Robert T. Stafford, Vt.
Orrin G. Hatch, Utah

Subcommittee on Health and Scientific Research

Edward M. Kennedy, (D-Mass.), Chairman
431 Russell Senate Office Building
Washington, DC 20510

Democrats

Claiborne Pell, R.I.
Gaylord Nelson, Wis.
William D. Hathaway, Maine

Republicans

Richard S. Schweiker, Pa.
Jacob K. Javits, N.Y.
John H. Chafee, R.I.

Subcommittee on Labor

Harrison A. Williams, (D-N.J.), Chairman
352 Russell Senate Office Building
Washington, DC 20510

Democrats

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Claiborne Pell, R.I.
Gaylord Nelson, Wis.
Donald W. Riegle, Mich.

Republicans

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Richard S. Schweiker, Pa.
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Committee on The Judiciary

James O. Eastland, (D-Miss.), Chairman
2241 Dirksen Senate Office Building
Washington, DC 20510

Democrats

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Birch Bayh, Ind.
Robert C. Byrd, W. Va.
James Abourezk, S.D.
James B. Allen, Ala.
Joseph R. Biden, Del.
John C. Culver, Iowa
Howard M. Metzenbaum, Ohio
Dennis DeConcini, Ariz.

Republicans

Strom Thurmond, S.C.
Charles McC. Mathias, Jr., Md.
William L. Scott, Va.
Paul Laxalt, Nev.
Orrin G. Hatch, Utah
Malcolm Wallop, Wy.

Subcommittee on The Constitution

Birch Bayh, (D-Ind.), Chairman
363 Russell Senate Office Building
Washington, DC 20510

Democrats

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James B. Allen, Ala.
James Abourezk, S.D.

Republicans

William L. Scott, Va.
Orrin G. Hatch, Utah

Committees and Subcommittees of the U.S. Congress Primarily Responsible for Legislation Relating to the Developmentally Disabled

House of Representatives

Committee on Agriculture

Thomas S. Foley (D-Wash.), Chairman
1201 Longworth House Office Building
Washington, DC 20515

Democrats

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E. de la Garza, Tex.
Walter B. Jones, N.C.
Ed Jones, Tenn.
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George E. Brown, Jr., Calif.
David R. Bowen, Miss.
Charles Rose, N.C.
John Breckinridge, Ky.
Frederick W. Richmond, N.Y.
Richard Nolan, Minn.
James Weaver, Oreg.
Alvin Baldus, Wis.
John Krebs, Calif.
Tom Harkin, Iowa
Jack Hightower, Tex.
Berkley Bedell, Iowa
Matthew F. McHugh, N.Y.
Glenn English, Okla.
Floyd J. Fithian, Ind.
John W. Jenrette, Jr., S.C.
Ray Thornton, Ark.
Leon E. Panetta, Calif.
Ike Skelton, Mo.
Joseph S. Ammerman, Pa.
Jerry Huckaby, La.
Dan Glickman, Kans.
Daniel K. Akaka, Hawaii
Harold L. Volkmer, Mo.
Charles Whitley, N.C.

Republicans

William C. Wampler, Va.
Keith G. Sebelius, Kans.
Paul Findley, Ill.
Charles Thone, Nebr.
Steven D. Symms, Idaho
James P. Johnson, Colo.
Edward R. Madigan, Ill.
Margaret M. Heckler, Mass.
James M. Jeffords, Vt.
Richard Kelly, Fla.
Charles E. Grassley, Iowa
Tom Hagedorn, Minn.
W. Henson Moore, La.
E. Thomas Coleman, Mo.
Ron Marlenee, Mont.

Subcommittee on Domestic Marketing, Consumer Relations, and Nutrition

Frederick W. Richmond (D-N.Y.), Chairman
1720 Longworth House Office Building
Washington, DC 20515

Democrats

Matthew F. McHugh, N.Y.
Daniel K. Akaka, Hawaii
Leon E. Panetta, Calif.
Richard Nolan, Minn.
Alvin Baldus, Wis.
Dan Glickman, Kans.
Harold L. Volkmer, Mo.

Republicans

Steven D. Symms, Idaho
Margaret M. Heckler, Mass.
Charles E. Grassley, Iowa

Committee on Appropriations

George H. Mahon (D-Tex.), Chairman
2314 Rayburn House Office Building
Washington, DC 20515

Democrats

Jamie L. Whitten, Miss.
Robert L.F. Sikes, Fla.
Edward P. Boland, Mass.
William H. Natcher, Ky.
Daniel J. Flood, Pa.
Tom Steed, Okla.
George E. Shipley, Ill.
John M. Slack, W. Va.
John J. Flynt, Jr., Ga.
Neal Smith, Iowa
Robert N. Giaimo, Conn.
Joseph P. Addabbo, N.Y.
John J. McFall, Calif.
Edward J. Patten, N.J.
Clarence D. Long, Md.
Sidney R. Yates, Ill.
Frank E. Evans, Colo.
David R. Obey, Wis.
Edward R. Roybal, Calif.
Louis Stokes, Ohio
Gunn McKay, Utah
Tom Bevill, Ala.
Bill Chappell, Jr., Fla.
Bill D. Burlison, Mo.
Bill Alexander, Ark.
Edward I. Koch, N.Y.
Yvonne Brathwaite Burke, Calif.
John P. Murtha, Pa.
Bob Traxler, Mich.
Robert Duncan, Oreg.
Joseph D. Early, Mass.
Max Baucus, Mont.
Charles Wilson, Tex.
Lindy (Mrs. Hale) Boggs, La.
Adam Benjamin, Jr., Ind.
Norman D. Dicks, Wash.

Republicans

Elford A. Cederberg, Mich.
Robert H. Michel, Ill.
Silvio O. Conte, Mass.
Joseph M. McDade, Pa.
Mark Andrews, N. Dak.
Jack Edwards, Ala.
Robert C. McEwen, N.Y.
John T. Myers, Ind.
J. Kenneth Robinson, Va.
Clarence E. Miller, Ohio
Lawrence Coughlin, Pa.
C.W. Bill Young, Fla.
Jack F. Kemp, N.Y.
William L. Armstrong, Colo.
Ralph S. Regula, Ohio
Clair W. Burgener, Calif.
George M. O'Brien, Ill.
Virginia Smith, Nebr.

Subcommittee on Agriculture and Related Agencies

Jamie L. Whitten (D-Miss.), Chairman
2328 Rayburn Office Building
Washington, DC 20515

Democrats

Frank E. Evans, Colo.
Bill D. Burlison, Mo.
Max Baucus, Mont.
Bob Traxler, Mich.
Bill Alexander, Ark.
Robert L.F. Sikes, Fla.
William H. Natcher, Ky.

Republicans

Mark Andrews, N. Dak.
J. Kenneth Robinson, Va.
John T. Myers, Ind.

Subcommittee on HUD - Independent Agencies

Edward P. Boland (D-Mass.), Chairman
2426 Rayburn House Office Building
Washington, DC 20515

Democrats

Bob Traxler, Mich.
Max Baucus, Mont.
Louis Stokes, Ohio
Tom Bevill, Ala.
Lindy (Mrs. Hale) Boggs, La.
Bill D. Burlison, Mo.
Bill Alexander, Ark.

Republicans

Lawrence Coughlin, Pa.
Joseph M. McDade, Pa.
C.W. Bill Young, Fla.

Subcommittee on Labor-Health, Education & Welfare

Daniel J. Flood, (D-Pa.), Chairman
108 Cannon House Office Building
Washington, DC 20515

Democrats

William H. Natcher, Ky.
Neal Smith, Iowa
Edward J. Patten, N.J.
David R. Obey, Wis.
Edward R. Roybal, Calif.
Louis Stokes, Ohio
Joseph D. Early, Mass.

Republicans

Robert H. Michel, Ill.
Silvio O. Conte, Mass.
George M. O'Brien, Ill.

Subcommittee on State, Justice, Commerce, and Judiciary

John M. Slack (D-W. Va.), Chairman
1536 Longworth House Office Building
Washington, DC 20515

Democrats

Neal Smith, Iowa
John J. Flynt, Jr., Ga.
Yvonne Brathwaite Burke, Calif.
Joseph D. Early, Mass.

Republicans

Elford A. Cederberg, Mich.
Mark Andrews, N. Dak.
Clarence E. Miller, Ohio

Subcommittee on Transportation

John J. McFall, (D-Calif.), Chairman
2346 Rayburn House Office Building
Washington, DC 20515

Democrats

Tom Steed, Okla.
Edward I. Koch, N.Y.
Robert Duncan, Oreg.
Adam Benjamin, Jr., Ind.
Neal Smith, Iowa
Joseph P. Addabbo, N.Y.
Frank E. Evans, Colo.

Republicans

Silvio O. Conte, Mass.
Jack Edwards, Ala.
George M. O'Brien, Ill.

Committee on Banking, Finance and Urban Affairs

Henry S. Reuss, (D-Wis.), Chairman
2413 Rayburn House Office Building
Washington, DC 20515

Democrats

Thomas L. Ashley, Ohio
William S. Moorhead, Pa.
Fernand J. St. Germain, R.I.
Henry B. Gonzalez, Tex.
Joseph G. Minish, N.J.
Frank Annunzio, Ill.
James M. Hanley, N.Y.
Parren J. Mitchell, Md.
Walter E. Fauntroy, D.C.
Stephen L. Neal, N.C.
Jerry M. Patterson, Calif.
James J. Blanchard, Mich.
Carroll Hubbard, Jr., Ky.
John J. LaFalce, N.Y.
Gladys Noon Spellman, Md.
Les AuCoin, Oreg.
Paul E. Tsongas, Mass.
Butler Derrick, S.C.
Mark W. Hannaford, Calif.
David W. Evans, Ind.
Clifford Allen, Tenn.
Norman E. D'Amours, N.H.
Stanley N. Lundine, N.Y.
Herman Badillo, N.Y.
Edward W. Pattison, N.Y.
John J. Cavanaugh, Nebr.
Mary Rose Oakar, Ohio
Jim Mattox, Tex.
Bruce F. Vento, Minn.
Doug Barnard, Ga.
Wes Watkins, Okla.

Republicans

J. William Stanton, Ohio
Garry Brown, Mich.
Chalmers P. Wylie, Ohio
John H. Rousselot, Calif.
Steward B. McKinney, Conn.
George Hansen, Idaho
Henry J. Hyde, Ill.
Richard Kelly, Fla.
Charles E. Grassley, Iowa
Millicent Fenwick, N.J.
Jim Leach, Iowa
Newton I. Steers, Jr., Md.
Thomas B. Evans, Jr., Del.
Bruce F. Caputo, N.Y.
Harold C. Hollenbeck, N.J.

Subcommittee on Housing and Community Development

Thomas L. Ashley, (D-Ohio), Chairman
2406 Rayburn House Office Building
Washington, DC 20515

Democrats

William S. Moorhead, Pa.
Fernand J. St. Germain, R.I.
Henry B. Gonzalez, Tex.
Parren J. Mitchell, Md.
James M. Hanley, N.Y.
Walter E. Fauntroy, D.C.
Jerry M. Patterson, Calif.
John J. LaFalce, N.Y.
Les AuCoin, Oreg.
Gladys Noon Spellman, Md.
James J. Blanchard, Mich.
Carroll Hubbard, Jr., Ky.
Paul E. Tsongas, Mass.
Mark W. Hannaford, Calif.
David W. Evans, Ind.
Stanley N. Lundine, N.Y.

Republicans

Garry Brown, Mich.
J. William Stanton, Ohio
John H. Rousselot, Calif.
Chalmers P. Wylie, Ohio
Stewart B. McKinney, Conn.
Richard Kelly, Fla.
Charles E. Grassley, Iowa
Thomas B. Evans, Jr., Del.

Committee on The Budget

Robert N. Giaimo, (D-Conn.), Chairman
2207 Rayburn House Office Building
Washington, DC 20515

Democrats

Jim Wright, Tex.
Thomas L. Ashley, Ohio
Robert L. Leggett, Calif.
Parren J. Mitchell, Md.
Omar Burleson, Tex.
Louis Stokes, Ohio
Elizabeth Holtzman, N.Y.
Butler Derrick, S.C.
Otis G. Pike, N.Y.
Donald M. Fraser, Minn.
David R. Obey, Wis.
William Lehman, Fla.
Paul Simon, Ill.
Norman Y. Mineta, Calif.
Joseph L. Fisher, Va.
Jim Mattox, Tex.

Republicans

Delbert L. Latta, Ohio
James T. Broyhill, N.C.
Barber B. Conable, Jr., N.Y.
Marjorie S. Holt, Md.
John H. Rousselot, Calif.
John J. Duncan, Tenn.
Clair W. Burgener, Calif.
Ralph S. Regula, Ohio

Task Force on Human Resources

Parren J. Mitchell, (D-Md.), Chairman
414 Cannon House Office Building
Washington, DC 20515

Democrats

Louis Stokes, Ohio
Otis G. Pike, N.Y.
David R. Obey, Wis.
Paul Simon, Ill.

Republicans

Clair W. Burgener, Calif.

Task Force on Community and Physical Resources

Louis Stokes, (D-Ohio), Chairman
2455 Rayburn House Office Building
Washington, DC 20515

Democrats

Parren J. Mitchell, Md.
Joseph L. Fisher, Va.
Jim Mattox, Tex.

Republicans

Clair W. Burgener, Calif.
Ralph S. Regula, Ohio

Committee on Education and Labor

Carl D. Perkins, (D-Ky.) Chairman
2365 Rayburn House Office Building
Washington, DC 20515

Democrats

Frank Thompson, Jr., N.J.
John H. Dent, Pa.
John Brademas, Ind.
Augustus F. Hawkins, Calif.
William D. Ford, Mich.
Phillip Burton, Calif.
Joseph M. Gaydos, Pa.
William (Bill) Clay, Mo.
Mario Biaggi, N.Y.
Ike F. Andrews, N.C.
Michael T. Blouin, Iowa
Robert J. Cornell, Wis.
Paul Simon, Ill.
Edward P. Beard, R.I.
Leo C. Zeferetti, N.Y.
George Miller, Calif.
Ronald M. Mottl, Ohio
Michael O. Myers, Pa.
Austin J. Murphy, Pa.
Joseph A. LeFante, N.J.
Theodore S. Weiss, N.Y.
Cecil (Cec) Heftel, Hawaii
Baltasar Corrada, P.R.
Dale E. Kildee, Mich.

Republicans

Albert H. Quie, Minn.
John M. Ashbrook, Ohio
John N. Erlenborn, Ill.
Ronald A. Sarasin, Conn.
John Buchanan, Ala.
James M. Jeffors, Vt.
Larry Pressler, S.D.
William F. Goodling, Pa.
Bud Shuster, Pa.
Shirley N. Pettis, Calif.
Carl D. Pursell, Mich.
Mickey Edwards, Okla.

Subcommittee on Elementary, Secondary and Vocational Education

Carl D. Perkins, (D-Ky.), Chairman
2365 Rayburn House Office Building
Washington, DC 20515

Democrats

William D. Ford, Mich.
Ike F. Andrews, N.C.
Michael T. Blouin, Iowa
Paul Simon, Ill.
Leo C. Zeferetti, N.Y.
Ronald M. Mottl, Ohio
Austin J. Murphy, Pa.
Joseph A. LeFante, N.J.
Theodore S. Weiss, N.Y.
Cecil (Cec) Heftel, Hawaii
Baltasar Corrada, P.R.
Dale E. Kildee, Mich.
George Miller, Calif.

Republicans

Albert H. Quie, Minn.
John Buchanan, Ala.
Larry Pressler, S.D.
William F. Goodling, Pa.
Shirley N. Pettis, Calif.
Carl D. Pursell, Mich.

Subcommittee on Select Education

John Brademas, (D-Ind.), Chairman
1236 Longworth House Office Building
Washington, DC 20515

Democrats

Edward P. Beard, R.I.
George Miller, Calif.
Dale E. Kildee, Mich.
Cecil (Cec) Heftel, Hawaii
Augustus F. Hawkins, Calif.
Mario Biaggi, N.Y.

Republicans

James M. Jeffords, Vt.
Larry Pressler, S.D.

Committee on Interstate and Foreign Commerce

Harley O. Staggers, (D-W.Va.), Chairman
2366 Rayburn House Office Building
Washington, DC 20515

Democrats

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John D. Dingell, Mich.
Paul G. Rogers, Fla.
Lionel Van Deerlin, Calif.
Fred B. Rooney, Pa.
John M. Murphy, N.Y.
David E. Satterfield, III, Va.
Bob Eckhardt, Tex.
Richardson Preyer, N.C.
Charles J. Carney, Ohio
Ralph H. Metcalfe, Ill.
James H. Scheuer, N.Y.
Richard L. Ottinger, N.Y.
Henry A. Waxman, Calif.
Robert (Bob) Krueger, Tex.
Timothy E. Wirth, Colo.
Philip R. Sharp, Ind.
James J. Florio, N.J.
Anthony Toby Moffett, Conn.
Jim Santini, Nev.
Andrew Maguire, N.J.
Marty Russo, Ill.
Edward J. Markey, Mass.
Thomas A. Luken, Ohio
Doug Walgren, Pa.
Bob Gammage, Tex.
Albert Gore, Jr., Tenn.
Barbara A. Mikulski, Md.

Republicans

Samuel L. Devine, Ohio
James T. Broyhill, N.C.
Tim Lee Carter, Ky.
Clarence J. Brown, Ohio
Joe Skubitz, Kans.
James M. Collins, Tex.
Louis Frey, Jr., Fla.
Norman E. Lent, N.Y.
Edward R. Madigan, Ill.
Carlos J. Moorhead, Calif.
Matthew J. Rinaldo, N.J.
W. Henson Moore, La.
Dave Stockman, Mich.
Marc L. Marks, Pa.

Subcommittee on Health and The Environment

Paul G. Rogers, (D-Fla.), Chairman
2407 Rayburn House Office Building
Washington, DC 20515

Democrats

David E. Satterfield, III, Va.
Richardson Preyer, N.C.
James H. Scheuer, N.Y.
Henry A. Waxman, Calif.
James J. Florio, N.J.
Andrew Maguire, N.J.
Edward J. Markey, Mass.
Richard L. Ottinger, N.Y.
Doug Walgren, Pa.

Republicans

Tim Lee Carter, Ky.
James T. Broyhill, N.C.
Edward R. Madigan, Ill.
Joe Skubitz, Kans.

Committee on The Judiciary

Peter W. Rodino, Jr., (D-N.J.), Chairman
2462 Rayburn House Office Building
Washington, DC 20515

Democrats

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Robert W. Kastenmeier, Wis.
Don Edwards, Calif.
John Conyers, Jr., Mich.
Joshua Eilberg, Pa.
Walter Flowers, Ala.
James R. Mann, S.C.
John F. Seiberling, Ohio
George E. Danielson, Calif.
Robert F. Drinan, Mass.
Barbara Jordan, Tex.
Elizabeth Holtzman, N.Y.
Romano L. Mazzoli, Ky.
William J. Hughes, N.J.
Sam B. Hall, Jr., Tex.
Lamar Gudger, N.C.
Harold L. Volkmer, Mo.
Herbert E. Harris, II, Va.
Jim Santini, Nev.
Allen E. Ertel, Pa.
Billy Lee Evans, Ga.
Anthony C. Beilenson, Calif.

Republicans

Robert McClory, Ill.
Tom Railsback, Ill.
Charles E. Wiggins, Calif.
Hamilton Fish, Jr., N.Y.
M. Caldwell Butler, Va.
William S. Cohen, Maine
Carlos J. Moorhead, Calif.
John M. Ashbrook, Ohio
Henry J. Hyde, Ill.
Thomas N. Kindness, Ohio
Harold S. Sawyer, Mich.

Subcommittee on Courts, Civil Liberties and The Administration of Justice

Robert W. Kastenmeier, (D-Wis.), Chairman
2232 Rayburn House Office Building
Washington, DC 20515

Democrats

George E. Danielson, Calif.
Robert F. Drinan, Mass.
Jim Santini, Nev.
Allen E. Ertel, Pa.

Republicans

Tom Railsback, Ill.
M. Caldwell Butler, Va.

Committee on Ways and Means

Al Ullman, (D-Oreg.), Chairman
1136 Longworth House Office Building
Washington, DC 20515

Democrats

James A. Burke, Mass.
Dan Rostenkowski, Ill.
Charles A. Vanik, Ohio
Omar Burleson, Tex.
James C. Corman, Calif.
Sam Gibbons, Fla.
Joe D. Waggonner, Jr., La.
Otis G. Pike, N.Y.
J.J. Pickle, Tex.
Charles B. Rangel, N.Y.
William R. Cotter, Conn.
Fortney H. (Pete) Stark, Calif.
James R. Jones, Okla.
Andrew Jacobs, Jr., Ind.
Abner J. Mikva, Ill.
Martha Keys, Kans.
Joseph L. Fisher, Va.
Harold E. Ford, Tenn.
Ken Holland, S.C.
William M. Brodhead, Mich.
Ed Jenkins, Ga.
Richard A. Gephardt, Mo.
Jim Guy Tucker, Ark.
Raymond F. Lederer, Pa.

Republicans

Barber B. Conable, Jr., N.Y.
John J. Duncan, Tenn.
Bill Archer, Tex.
Guy Vander Jagt, Mich.
William A. Steiger, Wis.
Philip M. Crane, Ill.
Bill Frenzel, Minn.
James G. Martin, N.C.
L.A. (Skip) Bafalis, Fla.
William M. Ketchum, Calif.
Richard T. Schulze, Pa.
Willis D. Gradison, Jr., Ohio

Subcommittee on Health

Dan Rostenkowski, (D-Ill.), Chairman
2111 Rayburn House Office Building
Washington, DC 20515

Democrats

James C. Corman, Calif.
Otis G. Pike, N.Y.
Charles A. Vanik, Ohio
Omar Burleson, Tex.
William R. Cotter, Conn.
Martha Keys, Kans.
Harold E. Ford, Tenn.
William M. Brodhead, Mich.

Republicans

John J. Duncan, Tenn.
Philip M. Crane, Ill.
James G. Martin, N.C.
Willis D. Gradison, Jr., Ohio

Subcommittee on Public Assistance and Unemployment Compensation

James C. Corman (D-Calif.), Chairman
2252 Rayburn House Office Building
Washington, DC 20515

Democrats

Charles B. Rangel, N.Y.
Fortney H. (Pete) Stark, Calif.
Andrew Jacobs, Jr., Ind.
Martha Keys, Kans.
Joseph L. Fisher, Va.
James A. Burke, Mass.
William M. Brodhead, Mich.
Jim Guy Tucker, Ark.

Republicans

Guy Vander Jagt, Mich.
L.A. (Skip) Bafalis, Fla.
William M. Ketchum, Calif.
Willis D. Gradison, Jr., Ohio

Subcommittee on Social Security

James A. Burke, (D-Mass.), Chairman
241 Cannon House Office Building
Washington, DC 20515

Democrats

Joe D. Waggonner, Jr., La.
Andrew Jacobs, Jr., Ind.
J.J. Pickle, Tex.
William R. Cotter, Conn.
Abner J. Mikva, Ill.
Jim Guy Tucker, Ark.
Richard A. Gephardt, Mo.
Raymond F. Lederer, Pa.

Republicans

Bill Archer, Tex.
William A. Steiger, Wis.
William M. Ketchum, Calif.
Richard T. Schulze, Pa.